



सत्यमेव जयते



# राजस्थान लोक सेवा आयोग (मंत्रालयिक और अधीनस्थ सेवाएं) नियम और विनियम, 1999

(दिनांक 30.04.2023 तक संशोधित)

राजस्थान सरकार  
कार्मिक (क-2) विभाग  
(सेवा नियम अद्यतन प्रकोष्ठ)  
शासन सचिवालय, जयपुर

[\[https://dop.rajasthan.gov.in\]](https://dop.rajasthan.gov.in)

**GOVERNMENT OF RAJASTHAN  
DEPARTMENT OF PERSONNEL (A-Gr. II)**

F. No. 3(5)DOP/A-II/97

Jaipur, Dated: 31.05.1999

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 read with Clause (b) of Article 318 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules regulating recruitment to the Ministerial and Subordinate Service <sup>1</sup>“Deleted” of the Rajasthan Public Service Commission and regulations making provisions with respect to the members of the Ministerial and Subordinate Service of the Commission and their conditions of Service, namely:-

**THE RAJASTHAN PUBLIC SERVICE COMMISSION  
(MINISTERIAL AND SUBORDINATE SERVICES)  
RULES AND REGULATIONS, 1999**

**PART-I-General**

**1. Short title and Commencement:-** (i) These Rules and Regulations may be called the Rajasthan Public Service Commission (Ministerial and Subordinate Services) Rules and Regulations, 1999.

(ii) They shall come into force from the date of publication in the Rajasthan Rajpatra,

**2. Definitions:-** In these Rules and Regulations, unless the context otherwise requires:-

- (a) “**Appointing Authority**” means the Secretary to the Commission.
- (b) “**Chairman**” means the Chairman, Rajasthan Public Service Commission.
- (c) “**Commission**” means the Rajasthan Public Service Commission.
- (d) “**Committee**” means the committee referred to in rule 32 i.e. the Departmental Promotion Committee;
- (e) “**Direct Recruitment**” means recruitment made in accordance with the procedure prescribed in Part-IV of these Rules and Regulations;
- (f) “**Governor**” means the Governor of the State;
- (g) “**Government**” means the Government of Rajasthan;
- <sup>2</sup>(h) “**Member of the service**” means a person appointed to a post in the service on the basis of regular selection under the provisions of these rules or the rules or order superseded by these rules.
- (i) “**Schedule**” means the schedule appended to these Rules and Regulations;
- (j) “**Secretary**” means the person appointed as such and includes a person performing for the time being the duties of the Secretary to the Commission;

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<sup>1</sup> Deleted “Staff” vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001

<sup>2</sup> Substituted for “(h) “Member of the Service” Means a person appointed in a substantive capacity to a post in the Service under the provisions of these Rules and Regulation or the rules or orders superseded by Regulation 48 and includes a probationer.” vide Notification No. F. 7(4)DOP/A-2/2002, Dated 10.10.2002.

- (k) **“Service”** means the Rajasthan Public Service Commission Ministerial and Subordinate <sup>3</sup>“Deleted” service;
- (l) **“State”** means the State of Rajasthan;
- (m) **“Service” or “Experience”** wherever prescribed in these rules and regulation as a condition for promotion from one service to another or within the service from one category to another or to senior posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with Rules promulgated under proviso to Article 309 of the Constitution of India.
- NOTE:-** Absence during service e.g. training, leave and deputation etc. which are treated as “duty” under the Rajasthan Service Rules, 1951 shall also be counted as service for computing experience or service required for promotion.
- (n) **“Substantive appointment”** means an appointment made under the provisions of these Rules and Regulations to a substantive vacancy after due selection by any method of recruitment prescribed under these Rules and Regulations and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.
- NOTE:-** Due selection by any method of recruitment prescribed under these Rules and regulations will include recruitment either or initial constitution of service or in accordance with the provisions of any rules promulgated under proviso to Article 309 of the Constitution of India, except urgent temporary appointment.
- (o) **“Year”** means financial year beginning from 1st April and ending on 31<sup>st</sup> March.

**3. Interpretation:-** Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Rajasthan Act No. VIII of 1955), shall apply for the interpretation of these Rules and Regulation as it applies for the interpretation of a Rajasthan Act.

## **PART-II-Cadre**

**4. Composition and strength of the Service:-** (1) The nature of posts included in the Service shall be as specified in Column No. 2 of Schedule-I. Each Group in Schedule-I shall constitute a separate cadre.

(2) The strength of posts in the service shall be such as may be determined by the Government from time to time;

Provided that:-

- (a) The Governor may create any post, permanent or temporary, from time to time, as may be found necessary and may abolish or allow to lapse any such post in the like manner without thereby entitling any person to any compensation, and
- (b) The Appointing Authority may leave unfilled or hold in abeyance any permanent or temporary post, from time to time, without thereby entitling any person to any compensation.

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<sup>3</sup> Deleted “Staff” vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001.

**5. Constitution of the Service:-** The Service shall consist of :-

- (a) All persons holding substantively, a post specified in Schedule-I;
- (b) All persons recruited to a post in the Service before the commencement of these Rules and Regulations;
- (c) All persons recruited to a post in the Service in accordance with provisions of these Rules and Regulations except those appointed under rule 36 of these Rules and Regulations.

### **PART-III-Recruitment**

**6. Method of recruitment:-** (1) Recruitment to the posts in the Service after the commencement of these Rules and Regulations shall be made by the following methods:-

- (a) <sup>4</sup>“by” direct recruitment in accordance with the procedure prescribed in Part-IV of these Rules and Regulations.
- (b) <sup>5</sup>“by” Promotion in accordance with the procedure prescribed in Part-V of these Rules and Regulations:-

**Provided that:-**

- (i) If the Appointing Authority is satisfied that suitable persons are not available for appointment by either method of recruitment or in the proportion, so indicated in Column No. 3 of Schedule-I in a particular year, appointment by the other method in relaxation of the prescribed proportion, may be made in the same manner as specified in these Rules and Regulations;
- (ii) The appointing Authority may appoint a physically handicapped person to any post of the Service in accordance with the provisions of the Rajasthan Employment of Physically Handicapped Rules, 1976. Such appointment shall be treated as regular appointment.
- (iii) The appointing Authority may appoint any one of the dependents of the deceased Government servant to a post in the Service in accordance with the provisions laid down in the Rajasthan Compassionate Appointment of Dependents of Deceased Government Servants Rules, 1996.
- (iv) Recruitment to fill 50% of the vacancies of stenographers in a particular year of recruitment shall be made by selection from amongst such of the <sup>6</sup>“Clerk Grade II/Clerk Grade I” of the Commission who have passed the Competitive Examination prescribed for the stenographers in these Rules and Regulations subject to availability of such persons. Their selection shall, notwithstanding anything contained in Part-V of these Rules and Regulations be deemed to be promotion with effect from the date of their selection. If in any year, the requisite number of such candidates is not available, the remaining vacancies shall also be filled by direct recruitment through Competitive Examination according to the procedure laid down in Part-IV of these Rules and Regulations.

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<sup>4</sup> Inserted vide errata No. F. 3(5)DOP/A-II/ 97dated 18.04.2001.

<sup>5</sup> Inserted vide errata No. F. 3(5) DOP/A-II/ 97dated 18.04.2001.

<sup>6</sup> Substituted for "Lower Division Clerks/Upper Division Clerks" vide Notification No. F. 7(2)DOP/A-II/2006 Dated 30.09.2014 w.e.f. 01.07.2013.

(2) Recruitment to the Service by the aforesaid method shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the Rules and Regulation, schedule of the total cadre strength as sanctioned for each category, from time to time.

(3) Notwithstanding anything contained in these Rules and Regulations the recruitment, promotion, seniority, and confirmation etc. of a person who joins the Army/Air Force/ Navy during an Emergency shall be regulated by such orders and instructions are may be issued by the Government from time to time, provided that these are regulated mutatis-mutandis according to the instructions issued on the subject by the Government of India.

**<sup>β</sup>6A. Compassionate appointment of dependents of the deceased/ permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard:-** (1) Notwithstanding anything contained in these rules, the Appointing Authority may fill the vacancies, subject to fulfillment of the educational qualifications and other service conditions prescribed under these rules with the concurrence of Department of Personnel and the Rajasthan Public Service Commission, if the post falls within the purview of the Commission, of the,-

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<sup>β</sup> Substituted for <sup>6A</sup> Compassionate Appointment of Dependents of the Deceased/Permanently incapacitated Armed Force Service Personnel/Para-Military Personnel.- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the –

(i) posts up to pay scale number 9A to be filled in by direct recruitment by appointing on compassionate ground one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who becomes permanently incapacitated <sup>1</sup>“on or after 01-04-1999” in any defence operations including counter insurgency operation and operation against terrorists;

(ii) posts up to pay scale number 11 to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who dies <sup>1</sup>“on or after 01-04-1999” in any defence operation including counter-insurgency operation and operation against terrorists;

<sup>0</sup>(iii) post up to pay scale number 9A to be filled in by direct recruitment by appointing on compassionate ground, one of the dependent of member of Armed Forces belonging to the state, who died or was permanently incapacitated in war or any defence operations including counter insurgency operations and operations against terrorists during the period from 01-01-1971 to 31-03-1999.”

Subject to fulfilment of the educational qualifications and other service conditions prescribed under the relevant Service Rules and with the concurrence of Department of Personnel and the Rajasthan Public Service Commission if the post falls within the purview of the Commission:

Provided that:-

<sup>4</sup>“(i) that the upper age limit shall be relaxed up to 45 years in case a dependent of a member of Armed Forces who died or was permanently incapacitated during the period from 01-01-1971 to 31-03-1999, applies for appointment with-in one year of the commencement of these amendment rules.”

(ii) If the Armed Forces/Para Military personnel who are permanently incapacitated are capable of and desirous of obtaining employment for themselves under the State Government, employment shall be given to them.

(iii) If the widow or the children of the Armed Forces/Para military personnel who are killed or permanently incapacitated are not a position to take up employment immediately employment will be given to them on acquiring of eligibility for appointment.

(2) Appointment shall be given to a dependent of Armed Forces/Para Military personnel only if any one of them has not got appointment on any post under the provisions of concerned service rules prevailing in the Government of India.

(3) Appointment shall not be given to such dependent if any of the other dependents of the Armed Forces/Para Military personnel is already employed on regular basis under the Central/any State Government or Statutory Board Organization/Corporation owned or controlled wholly or partially by the Central/any State Government at the time of death of the Armed Forces/Para Military Personnel.

Provided that this condition shall not apply where the widow seeks employment for herself.

(4)Such dependent shall address an application for the purpose to the Zila Sanik Kalyan Adhikari in the case of Armed Forces and the Officer Commanding the Para-Military Unit for Para-Military forces duly verified by the Head of the Unit where the deceased/permanently incapacitate member of the Armed forces/Para Military Forces was serving at the time of death/becoming permanently incapacitated. The application shall be considered in relaxation of the normal recruitment rules subject to the condition that the dependent fulfils the academic qualifications and experience, except for appointment to class IV for which educational qualification shall be relaxed and age limit prescribed for the post and is also otherwise qualified for Government Service.

(5)The application of such dependent shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the dependent. In the event of non-availability of vacancy in the District concerned the application shall be sent to the Divisional Commissioner who shall arrange appointment in any District under his jurisdiction.

<sup>0</sup>“If vacant post is not available under the jurisdiction of the Divisional Commissioner, then the application shall be referred by the Divisional Commissioner to Government in the Department of Personnel for providing appointment.”

- (i) posts up to level in pay matrix L-10 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a member of Armed Forces who was or is a bonafied resident of the State and died/dies or became/becomes permanently incapacitated on or after 01.01.1972, in any defence operations including counter insurgency/ counter terrorism operations and declared Battle Casualty by the Ministry of Defence, Government of India;

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(6) The application shall contain the following information:-

- (i) Name and designation of the deceased/permanently incapacitated Armed Force/Para-Military Force personnel;
- (ii) Unit in which he/she was working prior to death/becoming permanently incapacitated;
- (iii) Date and place of death with death certificate issued by or the Authority competent to declare him a battle casualty or becoming permanently incapacitated.
- (iv) Name, date of birth, educational qualification of the applicant and his/her relation with the deceased (with certificates)

Explanation :- for purpose of this rule :-

(a) "Armed Force" means the Army, Navy and Air Force of the Union.

(b) "Dependent" means spouse of the deceased/permanently incapacitated person, son/adopted son, unmarried daughter/unmarried adopted daughter who were wholly dependent on the deceased/permanently incapacitated Armed Forces Service personnel/Para Military Personnel;

Note:-1 'Adopted son/daughter' means legally adopted son/daughter by the deceased/ permanently incapacitated person during his/her life.

(c) "Para-Military Force" means the Border Security Force Central Reserve Police Force, Indo Tibetan Border Police and any other Para-Military Force, as may be notified by Central and State Government from time to time;

(d) "Permanently incapacitated" means a person who is covered under the definition of the term "person with disabilities" as provided in the persons with Disabilities (Equal Opportunities, protection of Rights and Full Participation) Act, 1995 (Act No. 1 of 1996)" vide Notification No. F. 5(1)DOP/A-II/18Pt. Dated 07.12.2022

% Substituted for \*6A.Compassionate Appointment of Dependents of the Deceased/Permanently incapacitated Armed force Service Personnel/Para-Military Personnel:- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post of Lower Division Clerk Class-IV Employee and post in Subordinate Service up to Scale No. 9 to be filled in by direct recruitment by appointing on compassionate ground one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who dies or becomes permanently incapacitated in action on or after commencement of this provision, in operations at the International Border or at the Line of Actual Control/Line of Control.

Provided that in so far as appointment in subordinate service is concerned the dependents shall be considered for appointment to the lowest post upscale No. 9 at which direct recruitment is made according to the qualification possessed by the Dependent.

(2) Such dependent shall address an application for the purpose to the Zila Sainik Kalyan Adhikari in the case of Armed Force and the officer commanding the Para Military Unit for Para-Military Forces duly verified by the Head of the Unit where the deceased/permanently incapacitated member of the Armed Forces/Para Military Forces was serving at the time of death/becoming permanently incapacitated. The application shall be considered in relaxation of the normal recruitment rules subject to the condition that the dependent fulfils the academic qualifications and experience, except for appointment to Class-IV for which educational qualification shall be relaxed, and age limit prescribed for the post and is also otherwise qualified for Government Service.

(3) The application of such dependent shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the dependent. In the event of non-availability of vacancy in the District concerned the application shall be sent to the Divisional Commissioner who shall arrange appointment in any District under his jurisdiction.

(4) The application shall contain the following information:

- 1.Name and designation of the deceased/permanently incapacitated Armed Force/Para Military Force Personnel;
- 2.Unit in which he/she was working prior to death/becoming permanently incapacitated;
- 3.The date of place of death with death certificate issued by the Authority competent to declared him a battle casualty or becoming permanently incapacitated;
- 4.Name, date of birth, educational qualifications of the applicant and his/her relation with the deceased (with certificates)

Explanation:- For purposes of this rule:-

(a) 'Armed Force' means the Army, Navy and Air Force of the Union.

(b) 'Dependent' shall mean spouse/son/adopted son, unmarried daughter/unmarried adopted daughter who were wholly dependent on the deceased/permanently incapacitated defence service personnel/Para-military personnel.

Note:- 'Adopted son/daughter' means legally adopted son/daughter by the deceased/permanently incapacitated person during his/her life.

(c) 'Para-Military Forces' means the Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police and any other Para-Military Force, as may be notified by Central and State Government from time to time.

(d) 'Permanently incapacitated' means a person who has suffered more than 80% permanent physical impairment for more than 75% permanent neurological impairment in operation rendering him/her unfit for any kind of employment in future.

- (ii) posts up to level in pay matrix L-10 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a member of Armed Forces who was or is a bonafide resident of the State and died/dies or became/becomes permanently incapacitated in any incident on or after 01.04.1999 and declared Physical Casualty by the Competent Authority of respective Headquarters of the Armed Forces; and
- (iii) posts up to level in pay matrix L-10 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a member of Central Armed Police Forces (CAPF) and Indian Coast Guard who was or is a bonafide resident of the State and died/ dies or became/becomes permanently incapacitated on or after 01.04.1999 in any defence operations including counter insurgency/ counter terrorism operations and declared Operational Casualty by the Ministry of Home/ Defence, Government of India:

Provided that,-

- (a) the permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard who are capable of and desirous of obtaining employment for themselves under the State Government then the employment shall be given to them.
- (b) the widow/widower or the dependent of deceased or permanently incapacitated personnel of the Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard are not in a position to take up employment immediately, employment will be given to them on acquiring of eligibility.

(2) Appointment shall not be given to such dependent or any of the other dependents of the Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard, if any one of the dependents is already employed on regular basis under the Central Government, any State Government or Statutory Board/Organization/ Corporation owned or controlled wholly or partially by the Central or any State Government at the time of death of personnel or permanent incapacitation of personnel of Armed Forces, Central Armed Police Force (CAPF) and Indian Coast Guard:

Provided that this condition shall not apply where the incapacitated person or widow/widower seeks employment for himself/herself.

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Note: 2- Assessment of permanent impairment would be in accordance with the Manual for Doctors to Evaluate Permanent Physical Impairment (DGHS-WHO AIIMS, New Delhi 1981) and certified by the Army Authorities and countersigned by Assistant Director, Medical Service HQ 61(1) Sub Area Jaipur or certified by a Medical Board consisting of Head of Department of Orthopedics, Head of Department of Physical Medicine & Rehabilitation and Head of Department of Forensic Science of Medical College in Rajasthan. Vide Notification No. F. 5(3)DOP/A-II/94.Dated: 1.10.2002. w.e.f.01.04.1999

\* Added vide Notification No. F. 5(3)DOP/A-II/94. Date: 07.02.2000

<sup>1</sup> Inserted vide Notification No. F. 5(3)DOP/A-II/94.Dated: 10.06.2008

<sup>0</sup> Inserted vide Notification No. F. 5(3)DOP/A-II/94.Dated:10.06.2008

<sup>4</sup> Substituted for “(i) the dependents of a member of Armed Forces/Para Military Forces belonging to the State shall be considered for appointment to the lowest post of the service (up to pay scale number 9A in case of permanently incapacitated personnel of Armed Forces/Para Military Forces and up to pay scale No. 11 in case he dies) at which direct recruitment is made, according to the qualification possessed by the dependent.” vide Notification No. F. 5(3)DOP/A-II/94.Dated: 10.06.2008

<sup>0</sup> Added vide Notification No. F. 5(3)DOP/A-II/94.Dated: 10.06.2008

(3) Permanently incapacitated personnel/such dependent shall submit an application for the appointment to Zila Sainik Kalyan Adhikari and the Zila Sainik Kalyan Adhikari shall process with concerned Record Office/Designated Office/Service Headquarters of the personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard for verification. The application shall be considered in relaxation of the normal recruitment rules subject to the condition that respective Service HQ/Records Office/Designated office duly verifies and the applicant fulfils the academic qualifications, experience and age limit prescribed for a particular post and also otherwise qualified for the Government Service.

(4) After fulfilling conditions mentioned in sub-rule(3) above, the application of such dependent/permanently incapacitated personnel shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the permanently incapacitated personnel /dependent. In the event of non-availability of vacancy in the district concerned, the application shall be sent to the Divisional Commissioner who shall arrange appointment in any of districts under his jurisdiction. If vacant post is not available under the jurisdiction of the Divisional Commissioner, then the application shall be referred by the Divisional Commissioner to the Department of Personnel (A-II) for providing appointment.

(5) The application shall contain the following information, namely:-

- (a) Name and designation of deceased/permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard;
- (b) Unit in which he/she was serving prior to death/becoming permanently incapacitated;
- (c) Date and place of death with death certificate issued by the Authority competent to declare him/her a Battle Casualty/ Operational Casualty/ Physical Casualty;
- (d) Certificate of permanent incapacitation (Disability Certificate); and
- (e) Name, date of birth, educational qualifications of the applicant and his/her relation with the deceased/permanently incapacitated personnel (Battle Casualty/Operational Casualty/Physical Casualty).

**Explanation:** For the purpose of this rule,-

- (i) **“Armed Forces”** means the Army, Navy and Air Force of the Indian Union.
- (ii) **“Central Armed Police Forces (CAPF)”** means Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, National Security Guard, Assam Rifles, Sashastra Seema Bal, as may be notified by Central or State Government, from time to time.
- (iii) **“Indian Coast Guard”** means the force to ensure the security of Indian Coastal Regions and are working under the Ministry of Defence, Government of India.
- (iv) **“Dependent”** means,-
  - (a) Spouse, or



- (b) Son/son adopted by the deceased/permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF), Indian Coast Guard before the time of his/her death/ permanent incapacitation; or
- (c) Unmarried daughter/unmarried adopted daughter, widowed daughter/divorced daughter who is wholly dependent on deceased/permanent incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF), Indian Coast Guard before his/her death/permanent incapacitation, or
- (d) Married daughter, if no other dependents of the deceased/permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard mentioned in clause (b) and (c) above is available, or
- (e) Mother, father, unmarried brother or unmarried sister in case of unmarried deceased/permanent incapacitated personnel of Armed Forces, Central Armed Police Forces(CAPF) and Indian Coast Guard

**Note:** “Adopted son/daughter” means legally adopted son/daughter under the Hindu Adoption and Maintenance Act, 1956. For dependents belonging to other than Hindu religion, case will be referred to Department of Personnel (A-II) for necessary clarification.

- (v) **“Permanently incapacitated”** means a soldier/person having minimum 40% disability and who has been declared permanently incapacitated by the respective Approving and Confirming Medical Authority of Army, Indian Navy, Indian Air Force, Central Armed Police Forces (CAPF) or Indian Coast Guard, as the case may be.

**<sup>7</sup>6B. Compassionate appointment of dependents of the deceased persons, who died or declared dead after missing in Uttarakhand Tragedy-2013:-**

(1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post up to level in pay matrix L-9 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a person who bonafide resident of the State of Rajasthan and died in the Uttarakhand tragedy-2013 or declared dead after missing in such tragedy of 2013, subject to the condition that,-

- (i) The dependent must be a bonafide resident of the 'State of Rajasthan; and
- (ii) The dependent fulfills academic and other qualifications and other conditions prescribed under these rules for respective post:

Provided that the procedural requirement for selection such as,-

- (a) computer qualification shall not be insisted upon at the time of appointment. The dependent shall have to possess any of the computer qualification as prescribed in the relevant rules within the period or probation, failing which his/her probation shall be deemed to be extended, unless the appointing authority terminates his/her services finding the performance wholly unsatisfactory;

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<sup>7</sup> Added vide Notification No. F. 3(9)DOP/A-II/2013 dated 08.08.2022.

- (b) training or departmental examination or typing on computer shall not be insisted upon at the time of appointment. The dependents shall however, be required to clear such training or departmental examination or typing test on computer in any one language, either in English or in Hindi, within a period of three years, unless the period is relaxed by Department of Personnel, for entitlement for confirmation, failing which his/her appointment shall be liable to be terminated. No annual grade increments shall be allowed until he/she acquires such qualification. On acquiring such qualification, annual grade increments shall be allowed notionally from the date of appointment but no arrears shall be paid.

Provided further that the widow appointed under the provisions of these rules shall be exempted from having computer qualification and passing the typing test on computer.

Provided also that the person with benchmark disability appointed under the provisions of this rule shall be exempted from passing the typing test on computer.

(2) Appointment shall not be given to such dependent, if any one of the dependents of such deceased or declared as dead after missing is already employed on regular basis under the Central/any State Government or Statutory Board/Organization/Corporation owned or controlled wholly or partially by the Central/any State Government at the death of the deceased or declaration of death of missing person:

Provided that this condition shall not apply where the widow seeks employment for herself.

Provided further that in case, the number of persons who died or declared dead after missing are more than one of any family, only one dependent shall be considered for appointment on compassionate ground.

(3) Such dependent shall submit an application for appointment to the District Collector concerned. The District Collector shall forward the application with his recommendations to the Disaster Management, Relief & Civil Defence Department for verification. After the verification of death or declaration of death of such deceased, the application of such dependent shall be forwarded to the District Collector concerned for suitable appointment. In the event of non-availability of vacancy in the district concerned, the application shall be sent to the Divisional Commissioner who will arrange appointment in any District under his jurisdiction. If vacant post is not available under the jurisdiction of the Divisional Commissioner, the application shall be referred by the Divisional Commissioner to the Department of Personnel (A-II) for providing appointment.

Explanation: For the purpose of this rule Dependent means,-

- (i) Spouse; or
- (ii) son including son legally adopted by the person died or declared dead after missing during his/her time, or
- (iii) unmarried/widowed/divorced daughter including legally adopted daughter by the person died or declared dead after missing during his/her life time; or
- (iv) married daughter, if no other dependent mentioned in clause (ii) and (iii) above is available; or
- (v) mother, father, unmarried brother or unmarried sister in case of unmarried person died or declared dead after missing.

Who was wholly dependent on the person died or declared dead after missing at the time of his/her death.

(4) Notwithstanding anything contained in this rule persons who were appointed in pursuance of relief package dated 29.07.2013 issued by the Disaster Management and Relief Department shall be deemed to be appointed under the provisions of this rule from the date of commencement of the Rajasthan Public Service Commission (Ministerial and Subordinate Services) (II<sup>nd</sup> Amendment) Rules and Regulations, 2022, if they are otherwise eligible for appointment under this rule."

**87. Reservation of vacancies for the Scheduled castes and the scheduled tribes:-** (1) Reservation of vacancies for the scheduled casts and scheduled Tribes shall be in accordance with <sup>9</sup>"the provisions of the Rajasthan Scheduled Castes, Scheduled Tribes, Backward Classes, Special Backward Classes and Economically Backward Classes (Reservation of Seats in Educational Institutions in the State and of Appointments and posts in services under the State) at 2008" at the time of recruitment i.e. by direct recruitment and by promotion.

(2) The vacancies so reserved for promotion shall be filled in by seniority-cum- merit and merit.

(3) In filling the vacancies so reserved the eligible candidate who are members of the scheduled castes and the scheduled tribes, shall be consider for appointment in the order in which their names appear in the list prepared for direct recruitment by the Commission/appointment Authority as the case may be and the Departmental Promotion Committee/Appointing authority, as the case may be, in the case of promotes, irrespective of their relative rank as compared with other candidates.

<sup>10</sup>(4) Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion.

(4A) In the event of non-availability of the eligible and suitable candidates amongst the Scheduled castes and the scheduled tribes, as the case may be, for direct recruitment, in a particular year, the vacancies so reserved for them shall be carried forward to the subsequent three recruitment years. After the expiry of three recruitment years, such carried forward vacancies shall be filled in accordance with the normal procedure.

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<sup>8</sup> Substituted for "7. Reservation of Vacancies for the Scheduled Castes and the Schedule Tribes:- Reservation of Vacancies for the scheduled Castes and Scheduled Tribes shall be the same as in force for Government employees at the time of recruitment." vide Notification No. F. 7(4)DOP/A-2/2002, dated 10.10.2002

<sup>9</sup> Substituted for "the orders of the Government for such reservation in force at the time of recruitment i.e. by direct recruitment or by promotion." vide Notification No. F. 7(6) DOP/A11/2008 dated 28.08.2009

<sup>10</sup> Substituted for "(4) Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst the Scheduled castes and the scheduled tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable scheduled castes and the scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes Candidates shall be filled by promotion as well as by direct recruitment from General category candidates. However, in exceptional cases where in the public interest the appointing Authority feels, that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointment Authority may make a reference to the Department of personnel and after obtaining prior approval of the Department of personnel, they may fill up such post(s) by promoting the General category candidate(s) on urgent temporary basis clearly stating in the promotion order that the General category candidate(s) who are being promoted on urgent temporary basis against the vacant post reserved for Scheduled Castes or the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available.

Provided that there shall be no carry forward of the vacancies in posts or class/category/group of posts in any cadre or service to which promotions are made on the basis of "Merit alone" under these rules." vide Notification No. F. 7(1)DOP/A –II /2008 dated 17-01-2013.

Provided that if recruitment is not held in any recruitment year, such recruitment year shall not be counted for the purpose of this sub-rule:

Provided further that filling up of the vacancies in accordance with the normal procedure under this sub-rule shall not affect the reservation of posts as per the post based roster and vacancies on the reserved posts available in the roster may be filled in from amongst the persons belonging to the Scheduled Castes or Schedule Tribes, as the case may be, for which such vacancy is available in subsequent years.

(4B) In the event of non-availability of the eligible and suitable candidates for promotion amongst the Scheduled Castes and Schedules Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forwarded until the suitable Scheduled Castes and the Scheduled Tribes candidate(s), as the case may be, are available in any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes candidates shall be filled by promotion from General category candidates. In exceptional cases, where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post(s) by promoting the General category candidates(s) on urgent temporary basis clearly stating in the promotion order that the General category candidate(s) who are being promoted on urgent temporary basis against the vacant post reserved for Schedule Castes and the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of the category become available:

Provided that there shall be no carry forward of the vacancies in posts or class/category/group of posts in any cadre of Service to which promotions are made on the basis of merit alone, under these rules.”

**<sup>11</sup>8. Reservation of vacancies of Backward Classes, Special Backward Classes and Economically Backward Classes:-** Reservation of vacancies of Backward Classes, Special Backward Classes and Economically Backward Classes shall be in accordance with the provisions of the Rajasthan Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Backward Classes (Reservation of Seats in Educational Institutions in the State and of Appointments and posts in services under the State) at 2008 at the time of direct recruitment orders of the Government for such reservation in force at the time of direct recruitment. In the event of non-availability of eligible and suitable candidate amongst Backward Classes, Special Backward Classes and Economically Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

**<sup>12</sup>8A. Reservation of vacancies for Economically Backward Classes:-** Reservation of vacancies for Economically Weaker Sections shall be 10% in direct

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<sup>11</sup> Substituted for “8. Reservation of Vacancies for other Backward Classes:- Reservation of vacancies for Other Backward Classes shall be in accordance with the orders of the Government for such reservation in force at the time of direct recruitment. In the event of non-availability of the eligible and suitable candidates amongst Other Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.” vide Notification No. F. 7(6) DOP/A11/2008 dated 28.08.2009

<sup>12</sup> Substituted for “8A Reservation of vacancies for Economically Backward Classes.- Reservation of vacancies for Economically Weaker Sections shall be 10% in direct recruitment in addition to the existing reservation. In the event of non-availability of eligible and suitable candidate amongst Economically Weaker Sections in a particular year,-the vacancies so reserved for them shall be filled in accordance with the normal procedure.

Explanation: For the purpose of this rule 'Economically Weaker Sections' shall be the persons who are bonafide resident of Rajasthan and not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, the More Backward Classes and whose family has gross annual income below rupees 8.00 lakh. Family for

recruitment in addition to the existing reservation. In the event of non-availability of eligible and suitable candidate amongst Economically Weaker Sections in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

**Explanation:** For the purpose of this rule 'Economically Weaker Sections' shall be the persons who are bonafide resident of Rajasthan and not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, the More Backward Classes and whose family has gross annual income below rupees 8.00 lakh. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application.

**139. Reservation of vacancies for women:-** Reservation of vacancies for women candidates shall be 30% category wise in the direct recruitment out of which one third shall be for widows and divorced women candidates in the ratio of 80:20. In the event of non-availability of eligible and suitable candidates, either in widow or in divorcee, in a particular year, the vacancies may first be filled by interchange, i.e. vacancies reserved for widows to the divorcees or vice versa. In the event of non-availability of sufficient widow and divorcee candidates, the unfilled vacancies, shall be filled by other women of the same category and in the event of non-

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this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as, 'Economically Weaker Sections', irrespective of the family income:-

- (i) 5 acres of Agricultural Land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities; or
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities." vide Notification No. F. 7(1)DOP/A-II/2019 dated 20-10-2019.

@ Added vide Notification No. F. 7(1) D O P/A -II/2019 dated 19-02-2019.

13 Substituted for #139. Reservation of vacancies for woman:- Reservation of vacancies for women candidates shall be 30% category wise in the direct recruitment out of which 8% shall be for widows and 2% for divorced woman candidates in a particular year, the vacancies so reserved for widow and divorced women candidates shall be filled by other women candidate and the event of non-availability of the eligible and suitable woman candidates in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidates belong.

Explanation:- In the case of widow, she will have to furnish a certificate of death of her husband from the competent Authority and in case of divorcee she will have to furnish the proof of divorce." vide Notification No. F. 7(2)DOP/A-II/88 Pt. I dated 22-12-2015.

# Substituted for &139. Reservation of vacancies for woman candidates:- Reservation of vacancies for women candidates shall be 30% category wise in direct recruitment out of which 5% shall be for widow candidates. In the event of non-availability of the eligible and suitable widow candidates in a particular year, the vacancies so reserved for widow candidates shall be filled by other women candidates and in the event of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall not be filled up by male candidates and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionately in the respective category to which the women candidates belong." vide Notification No. F. 7(2)DOP/A-II/88/ Pt. I dated 24.01.2011.

& Substituted for "9. Reservation of vacancies for woman candidates:- Reservation of vacancies for women candidates shall be \*30% category wise in direct recruitment. In the event of non-availability of the eligible and suitable widow candidates in a particular year, the vacancies so reserved for them shall be filled £up by male candidates" and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidates belong." vide Notification No. F. 7(2)DOP/A-II/88 pt-I dated 21-09-2007.

\* Substituted for "20%" vide Notification No. F.7(2)DOP/A-II/88 dated 07.06.1999

£ Substituted for "in accordance with the normal procedure" vide Notification No. F. 7(2)DOP/A-II/88 dated 07-06-1999.

availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates of the category for which vacancy is reserved. The vacancy so reserved for women candidates shall not be carried forward to the subsequent year. The reservation for women including widows and divorcee women shall be treated as horizontal reservation, within the category, i.e. even the women selected in general merit of the category shall first be adjusted against the women quota.

**Explanation:** In the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorce.

**<sup>14</sup>10. Reservation of vacancies for Outstanding Sports Persons:-** Reservation of vacancies for Outstanding Sports-persons shall be 2% of the total vacancies outside the purview of the Commission in that year earmarked for direct recruitment. In the event of non-availability of the eligible and suitable sports persons in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for Sports persons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the sports persons belong.

**<sup>15</sup>Explanation:-** “Outstanding Sports persons” shall mean sportspersons who are bonafide resident of the State of Rajasthan and,-

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<sup>14</sup> Substituted for "Reservation of vacancies for outstanding Sports persons:- Reservation of vacancies for Outstanding Sports-persons shall be 2% of the total vacancies outside the purview of the Commission in that year earmarked for direct recruitment. In the event of non-availability of the eligible and suitable sports persons in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for Sports persons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the sports persons belong.

Explanation:- ‘Outstanding Sports persons’ shall mean sportspersons who are bonafide resident of the State who have participated individually or in team in the sports and Games recognized by the international association or, in International Championship in Badminton, Tennis, Chess and Cricked recognized by their respective National Level Association, Federation or Board, with the following description for each class of the civil services:-

S. No.	Class of Service	Description
1.	Subordinate	Has represented India in Asian Games, Asian Championships,
2.	Ministerial	Common Wealth Games, World Championship, World University Games, World School Games, SAARC Games or Olympic games where he (in and individual item) or his team (in a team event has obtained Ist , II <sup>nd</sup> , or III <sup>rd</sup> position.” vide Notification No. F. 5(31)DOP/A-II/84 dated

15.03.2013.

<sup>15</sup> Substituted for “EXPLANATION:- "Outstanding sportspersons" shall mean and include the sportspersons belonging to the State, who,-

(i) represented Indian Team in Individual or in Team event in any International Tournament of any sports and games, recognized by the Indian Olympic Association or concerned recognized National Sports Federation;

Or

(ii) represented Indian Team in Individual or in Team event in any International Tournament of any Sports and Games, recognized by the Indian School Sport Federation or concerned recognized National School Games Federation;

Or

(iii) Medal winner in the Individual or in Team event in any National Tournament of any Sports and Games, recognized by Indian Olympic Association or concerned recognized National Sports Federation;

Or

(iv) Medal Winner in the All India Inter University Tournament in Individual event or in Team event in the any Sports and Games, recognized by Indian Universities Association.” vide Notification No. F. 5(31)DOP/A-II/84 dated: 21.11.2019

- (i) represented Indian team in individual or in team event in any international tournament/championship of any sports and games mentioned in column number 3 of table given below organized by the international sports body mentioned in column number 2 of the said table:-

**TABLE**

<b>S. No.</b>	<b>International Sports Body</b>	<b>Name of the Tournament/ Championship</b>
1.	International Olympic Committee (IOC)	Olympic Games (Summer)
2.	Olympic Council of Asia (OCA)	Asian Games
3.	South Asian Olympic Council (SAOC)	South Asian Games, commonly known as SAF Games
4.	Commonwealth Games Federation (CGF)	Commonwealth Games
5.	International Sports federation affiliated to IOC	World Cup/World Championship
6.	Asian Sports Federation affiliated to OCA	Asian Championship
7.	International School Sports Federation (ISSF)	International School Games /Championship
8.	Asian School Sports Federation (ASSF)	Asian School Games/ Championship

- (ii) Medal winner in the individual or in team event in any School National Games of any Sports and games organized by the School Games Education of India.

OR

- (iii) Medal winner in the individual or in team event in any national tournament/championship of any sports and game, organized by the Indian Olympic Association or its affiliated National Sports Federation (NSF)

OR

- (iv) Medal winner in the all India inter universities in individual event or in team event in the any sports and games, organized by the association of Indian universities.

OR

- (v) Represented Rajasthan in individual or in a team event in national games /national para games or national championship/para national championship of any sports and games, organized by Indian Olympic Association/Para Olympic Committee of India or its affiliated National Sports federation.

**<sup>16</sup>10A. Reservation of vacancies for Ex-Servicemen:-** The reservation of vacancies for duly discharged ex-servicemen shall be 1/3<sup>rd</sup> of the total vacancies of direct recruitment for the post of driver. Such reservation shall be category wise and an ex-servicemen selected on his own merit shall be counted against vacancies reserved for ex-servicemen. In the event of non-availability of suitable ex-servicemen in any category, the vacancy shall be filled by other suitable candidates of the same category in order of their merit and shall not be carried forward. The reservation shall be treated as compartmentalized horizontal reservation.

<sup>16</sup> Added vide Notification No. F. 5(1)DOP /A-II/2008 dated 10.10.2008.

**11. Nationality:-** A candidate for appointment to the service must be:-

- (a) a citizen of India, or
- (b) a Subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar)<sup>17</sup>“Zambia, Malawi, Zaire and Ethiopia” with the intention of permanently settling in India:

Provided that a candidate belonging to Categories (b), (C), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the<sup>18</sup>“Government in the Department of Home affairs and Justice after proper verification.”

<sup>19</sup>Deleted.

**12. Conditions of eligibility of persons migrated from other countries to India:-** Notwithstanding anything contained in these Rules and Regulations, provisions regarding eligibility for recruitment to the Service with regard to Nationality, age limit and fee or other concessions to a person who may migrate from other countries to India with the intention of permanently settling in India, shall be regulated by such orders or instructions as may be issued by the State Government from time to time and the same shall be regulated mutatis mutandis according to the instructions issued on the subject by the Government of India.

**13. Determination of vacancies:-** (1) (a) Subject to the provisions of these Rules, the Appointing Authority shall determine on 1<sup>st</sup> April every year, the actual number of vacancies occurring during the financial year.

- (b) Where a post is to be filled in by a single method as prescribed in the Rule or Schedule, the vacancies so determined shall be filled in by that method.
- (c) Where a post is to be filled in by more than one method as prescribed in the Rules or Schedules, the apportionment of vacancies, determined under Clause above to each such method shall be done maintaining the prescribed proportion for the over-all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in a continuous cyclic order giving precedence to the promotion quota.
- (d) The Appointing Authority shall also determine the vacancies of earlier years, year-wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in.

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<sup>17</sup> Inserted vide Notification No. F. 7(4)DOP(A-II)/76 dated 04-06-1977 and Corrected vide errata No. F. 3(5)DOP /A-II/97 dated 18.04.2001.

<sup>18</sup> Substituted for “Government of India” vide Notification No. F. 7(2)DOP/A-2/02 dated 17.02-2003.

<sup>19</sup> Deleted “A candidate in whose case a certificate of eligibility is necessary may be admitted to an Examination or interview conducted by the Commission or other recruitment authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government.” vide Notification No. F. 7(2)DOP/A-II/2002 dated 17-02-2003.



**14. Age:-** A candidate for direct recruitment to a post enumerated in Schedule-I must have attained the age of 18 years and must not have attained the age of <sup>20</sup>“40 years” on the first day of January next following the last date fixed for receipt of applications:

**Provided that:-**

- <sup>21</sup>(i) The upper age limit mentioned above shall be relaxed by:-
- (a) 5 years in the case of male candidates belonging to the scheduled castes, scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections;
  - (b) 5 years in the case of woman candidates belonging to General category; and
  - (c) 10 years in the case of woman candidate belonging to the scheduled castes, scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections.
- (ii) The upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before his conviction and was eligible for appointment under these Rules and Regulations;
- (iii) The upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served in the case of an ex-prisoner who was not over-age before his conviction and was eligible for appointment under these Rules and Regulations;
- (iv) The Persons appointed temporarily to a post in the service shall be deemed to be within the age-limit had they been within the age limit when they were initially appointed even though they have crossed the age-limit when they appear finally before the Commission and shall be allowed up to two chances had they been eligible as such at the time of their initial appointment.
- (v) The upper age limit mentioned above shall be relaxable by a period equal to the Service rendered in the N.C.C. in the case of Cadet Instructors and if the resultant age does not exceed the maximum age limit prescribed above by more than three years, they shall be deemed to be within the prescribed age limit;
- (vi) The upper age limit shall be 40 years for direct recruitment in the case of person serving in connection with the affairs of the State, State Public Sector undertaking / Corporation, and Panchayat Samitis and Zila Parishads in substantive capacity.
- <sup>22</sup>(vii) “There” shall be no age limit in the case of widows and divorced woman.

**Explanation:-**In the case of widow, she will have to furnish a certificate of death of her husband from the competent Authority and in case of divorcee she will have to furnish the proof of divorce.

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<sup>20</sup> Substituted for @ “35 years” vide Notification No. F. 7(2)DOP/A-II/84 Pt. Dated 06-03-2018.

@ Substituted for “33 years” vide Notification No. F. 7(2) DOP/A-II /84 Pt. dated 02.12.2005 w.e.f. 24.05.2004.

<sup>21</sup> Substituted for “ the upper age limit mentioned above shall be relaxed by 5 years in the case of woman candidate and candidates belonging to the Scheduled Castes or the Scheduled Tribes.” vide Notification No. F.7(1) DOP / A-II / 2019 dated 16.04.2021

<sup>22</sup> Corrected “there” vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001.

(viii) The upper age limit shall be relaxed by <sup>23</sup>“5 years” in the case of candidates belonging to the Backward Classes and Special Backward Classes.

<sup>24</sup>(ix) If a candidate would have been entitled in respect of his/her age for direct recruitment in any year in which no such recruitment was held, he/she shall be eligible in the next following recruitment, if he/she is not overage by more than 3 years.

<sup>25</sup>(x) The person who was within the age limit on 31.02.2020 shall be deemed to be within the age limit up to 31.12.2024.

**15. Academic and technical qualification:-** A candidate for direct recruitment to the posts specified in Schedule-I shall:-

(i) Possess the qualifications given in Column 4 of Schedule-I and a working knowledge of Hindi written in Devnagri Script and knowledge of Rajasthani Culture.

(ii) Pass the qualifying examination or the competitive examination, wherever necessary, as prescribed in Schedule-II.

<sup>26</sup> Provided that the person who has appeared or is appearing in the final year examination of the course which is the requisite educational qualification for the post as mentioned in the rules or Schedule for direct recruitment, shall be eligible to apply for the post but he/she shall have to submit proof of having acquired the requisite educational qualification to the appropriate selection agency,-

(a) before appearing in the main examination, where selection is made through two stages of written examination and interview;

(b) before appearing in interview where selection is made through written examination and interview;

(c) before appearing in the written examination or interview where selection is made through only written examination or only interview, as the case maybe.

**16. Character:-** The character of a candidate for direct recruitment to the Service, must be such as to qualify him/her for employment in the service. He must produce a certificate of good character from the Principal/Academic Officer of the University or College or School in which he was last educated and two such certificates written not more than six months prior to the date of application, from two responsible persons not connected with his College or University or School and not related to him.

**Note:-** (1) A conviction by a court of law need not itself involve the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if, they involve no moral turpitude or association, with crimes of violence or with a movement which has as its object to over throw by violent means of the Government as by law established, the mere conviction need not be regarded as a disqualification.

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<sup>23</sup> Substituted for “2” vide Notification No. F. 7(2)DOP/A-II/93/ Pt. dated 25.02.2000.

<sup>24</sup> Added vide Notification No. F. 7(6)DOP/A-II/2008 dated 23.09.2008.

<sup>25</sup> Added vide Notification No. F. 7(2)DOP/A-II/84 Pt. dated 23.09.2022.

<sup>26</sup> Added vide Notification No. F. 8(7)DOP/A-II/97 dated 17.09.1999.

- (2) Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct, have proved to be completely reformed should not be discriminated against on grounds of their previous conviction for purpose of employment in the service. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent, 'After Care Home' or if there are no such Homes in a particular District from the Superintendent of Police of that District.
- (3) Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent, "After Care Home' or if there is no such homes in a particular District, from the Superintendent of Police of that District, endorsed by the Inspector General of Prisons, to the effect that they are suitable for <sup>27</sup>"appointment" as they have proved to be completely reformed by disciplined life while in prison and by their subsequent good conduct in an "After Care Home".

**17. Physical Fitness:-** A candidate for direct recruitment to the service must be in good mental and bodily health and free from any mental and physical defect likely to interfere with the efficient performance of his duties as a member of service and if selected must produce a certificate to that effect from a Medical Authority notified by the Government for the purpose. The Appointing Authority may dispense with production of such certificate in the case of a candidate or who <sup>28</sup>"Deleted" is already serving in connection with the affairs of the State if he has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him are held to be comparable for <sup>29</sup>"efficient" performance of duties of the new post and his age has not reduced his efficiency for the purpose.

**18. Employment of irregular or improper means:-** A candidate who is or has been declared by the Commission or the Appointing Authority, as the case may be, guilty of impersonation or of submitting fabricated document or documents which have been tampered with or of making statements which <sup>30</sup>"are" incorrect or false or suppressing of material information <sup>31</sup> "of" or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination <sup>δ</sup>"or appearance at any interview may" in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period:-

- (a) By the Commission from admission to any examination or appearance at any interview held by the Commission for selection of candidates; and
- (b) By the Appointing Authority from employment under the Commission.

**19. <sup>θ</sup>"Convassing":-** No recommendation for <sup>32</sup>"recruitment" either written or oral other than that required under these Rules and Regulations shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by any means may disqualify him for recruitment.

<sup>27</sup> Corrected "employment" vide errata No. F. 3(5)DOP/A-II/97 dated 18-04-2001

<sup>28</sup> Deleted "promoted in the regular line of promotion of" vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001.

<sup>29</sup> Correct for "efficient" vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001.

<sup>30</sup> Inserted vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001.

<sup>31</sup> Inserted vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001.

<sup>δ</sup> Substituted for "or spepearance at any interview may" vide errata No. F.3(5) DOP / A-II /97 dated 18.04.2001

<sup>θ</sup> Corrected "Convassing" vide errata No. F.3(5) DOP / A-II / 97 dated 18-04-2001

<sup>32</sup> Substituted for "recruited" vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001.

## **PART-IV-PROCEDURE FOR DIRECT RECRUITMENT**

**20. Inviting of applications:-** (1) Applications for appearing in the competitive examination for direct recruitment to the post of <sup>33</sup>“Clerk Grade II” and Stenographer in the service and for appearing in the interview for direct recruitment to the post of Librarian in the service shall be invited by the Commission by advertising the vacancies to be filled in, in the Official Gazette or in such other manner as may be deemed fit.

<sup>34</sup>“The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate fixed by the State Government from time to time during the period of probation and the scale of pay of the post as shown also-where in the advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the respective Recruitment Rules.”

Provided that the commission may mutatis mutandis combine such recruitment along with recruitment to similar posts done by it for the Government Officers or the Government Secretariat.

(2) Applications for appearing in interview for direct recruitment to the post of Driver and cataloguer shall be invited by the Appointing Authority by advertising the vacancies to be filled in, in the Official Gazette or in such other manner as may be deemed fit.

<sup>35</sup>“The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate fixed by the State Government from time to time during the period of probation and the scale of pay of the post as shown else-where in the Advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the respective Recruitment Rules.”

(3) While selecting candidates for the vacancies advertised either under sub rule (1) or sub–rule (2) as the case may be, the Commission/Appointing Authority may, if intimation of additional requirement not exceeding 50% of the advertised vacancies, is received by them/it before selection, also select suitable persons to meet such additional requirement.

(4) The Commission/Appointing Authority on intimation being received from the Commission before declaration of the result of the Preliminary Examination may increase or decrease the number of vacancies advertised.

**21. Form of application:-** The application shall be made in the form approved by the Commission/Appointing Authority and if required obtainable from the Secretary to the Commission on payment of such fee as the Commission /Appointing Authority may, from time to time, fix.

**22. Application fee:-** A candidate for direct recruitment to a post in the Service must pay the fee fixed by the Commission/Appointment Authority in such manner as may be indicated by them/it.

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<sup>33</sup> Substituted for “Lower Division Clerks” vide Notification No. F. 7(2)DOP/ A-II/2006 Dated 30.09.2014 w.e.f. 01.07.2013.

<sup>34</sup> Added vide Notification No. F. 7(2)DOP/A-2/2005, dated 20.01.2006.

<sup>35</sup> Added vide Notification No. F. 7(2)DOP/A-2/2005, dated 20.01.2006.

<sup>36</sup>**23. Frequency of direct recruitment:-** Direct recruitment to the post specified in the Schedule shall be held at least once a year unless the Government decides that a direct recruitment for any of these posts shall not be held in any particular year.

**24. Authority for conducting the examination and syllabus:-** The examination shall be conducted by the Commission in accordance with the Scheme of Examination and Syllabus prescribed in Schedule-II.

**25. Admission to the Examination:-** (1) The applications which are found to be incomplete and have not been filled in accordance with the instructions issued by the Commission shall be rejected by them at the initial stage. The Commission shall permit rest of those candidates to appear in the examination provisionally to whom they consider it proper to grant the certificate of admission. No candidate shall be admitted to an examination unless he holds a certificate of admission to that examination granted by the Commission. Before appearing at the examination, it should be ensured by the candidate himself/herself that he/she fulfills the condition in regard to age, educational qualifications, experience, number of chances, if any, etc. as provided in the Rules and Regulations. Being allowed to take the examination shall not entitle the candidate to presumption or eligibility. The Commission shall scrutinize later on the applications of such candidates only as qualify in the written examination and shall call only the eligible candidates to viva-voce, if any.

(2) The decision of the Commission as to the admission of a candidate to an examination, eligibility and consequent admission to viva-voce, if any, shall be final.

**26. Scrutiny of applications:-** The Commission/Appointing Authority shall scrutinize the applications received by them/it and require as many candidates qualified for appointment under these Rules and Regulations as seem to them/it desirable to appear for interview.

Provided that the decision of the Commission/Appointing Authority as to the eligibility or otherwise of a candidate shall be final.

**27. Recommendations of the Commission/Appointing Authority:-** The Commission/Appointing Authority shall prepare a list of the candidates whom they consider suitable for appointment to the posts concerned, arranged in the order of merit.

Provided that the Commission/Appointing Authority may, to the extent of 50% of the advertised vacancies keep names of suitable candidates on the reserve list. The list shall be valid up to 6 months from the date of the recommendations of the original list.

<sup>37</sup>Provided further that the Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the paper of the Phase-

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<sup>36</sup> Substituted for "23. Frequency examination:- A competitive examination for recruitment to the posts mentioned in Column No. 2 of schedule-I shall be held at such intervals as the Appointing Authority may determine, from time to time, with the approval of the Chairman." vide Notification No. F. 7(6)DOP/A-II/2008 dated 23.09.2008.

<sup>37</sup> Substituted for <sup>®</sup>"Provided further that the Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the paper of the Phase-I and a minimum of 36 % marks in each of the paper of the Phase-II of the competitive examination for the post of Clerk Grade-II.

Provided also that the Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the paper of the Phase-I and a minimum of 36 % marks in the paper opted in Phase-II of the competitive examination for the post of Stenographer" vide Notification No. F. 3(8)DOP/A-II/2013 dated 18.04.2018.

<sup>®</sup> Substituted for "Provided further that the Commission shall not recommend any candidate for the post of Clerk Grade II and Stenographers who has failed to obtain a minimum of 40% marks in each of the papers of the Phase-I and a minimum of 36% marks in each of the paper of the Phase-II of the Competitive examination." vide Notification No. F. 7(2)DOP/A-II/2006 dated 05.07.2010.

1 and a minimum of 36% marks in each of the paper of the Phase-II of the competitive examination for the post of Clerk Grade-II. However relaxation in minimum marks up to 5% shall be available in each paper of each phase to Scheduled Caste/Scheduled Tribe category candidates.

Provided also that the Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the paper of the Phase-I and a minimum of 36 % marks in the paper opted in Phase-II of the competitive examination for the post of Stenographer, However relaxation in minimum marks up to 5% shall be available in each paper of each phase to Scheduled Caste/Scheduled Tribe category candidates."

**28. Re-totaling of marks:-** (1) The commission may order re-totaling of the marks obtained by a candidate during such period as may be decided by the Commission in their discretion on payment of such fee as may be fixed by the Commission, from time to time, but evaluation of the answer paper shall not be re-examined.

(2) The Commission may take steps to rectify such mistakes as are detected on retotaling of the marks in pursuance of provisions of sub-rule (1).

(3) If as a result of such rectification the Commission discovers that the candidate becomes eligible for selection, such fact shall be immediately and, in any case, not later than 40 days from the date of issue of the marks sheet, reported to the Appointing Authority and to that extent the recommendation of the Commission made under rule 27 shall stand protanto modified.

**29. Disqualifications for appointment:-** (1) No male candidate who has more than one wife living shall be eligible for appointment to the service unless the Appointing Authority after being satisfied that there are special grounds for doing so, exempt any candidate from the operation of this rule.

(2) No female candidate who is married to a person having already a wife living shall be eligible for appointment to the service unless the Appointing Authority after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this rule.

(3) No married candidate shall be eligible for appointment to the service if he/she at the time of his/her marriage accepted any dowry.

**Explanation:-**For purpose of this rule "dowry" has the same meaning as in the Dowry Prohibition Act, 1961(Central Act. <sup>38</sup>"28" of 1961).

<sup>39</sup>(4) "No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

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<sup>38</sup> Substituted for "20" vide errata No. F. 3(5)DOP /A-II /97 dated 18.04.2001.

<sup>39</sup> Substituted for \*"No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

Provided that candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1<sup>st</sup> June, 2002, does not increase.

Provided further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children." vide Notification No. F. 7(1)DOP/A-II/95, dated 29/10/2005.

\* Substituted for <sup>4</sup>"No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

Provided that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children." vide Notification No. F. 7(1)DOP/A-II/95, dated 08-04-2003 w.e.f. 20-06-2001.

<sup>4</sup> Added vide Notification No. F. 7(1)DOP/A-II/95, dated 20-06-2001.

7 “Provide that,-

- (i) the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002, does not increase.
- (ii) where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.
- (iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.
- (iv) any candidate who performed remarriage which is not against any law and before such the remarriage he is not disqualified for appointment under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage.
- (v) the provisions of this sub-rule shall not be applicable to the appointment of a widow and divorcee women.”

**30. Selection by Appointing Authority:-** Subject to the provisions of rule 7, 8, 9 and 10 the appointing Authority shall select candidate in the order of merit in the list prepared under rule 27.

Provided that the inclusion of a candidate’s name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that such candidate is suitable in all other respect for appointment the post concerned.

**31. Special Qualifying Examination for advance increments:-** The Commission may held the special qualifying examination for providing advance increments to the stenographers, Personal Assistants, Senior Personnel Assistants and Private Secretaries in accordance with item 14 of Schedule IV of the Rajasthan Civil Services (Revised Pay Scales) Rules, 1989, as amended from time to time. The commission shall recommend the names of the successful candidates to the Appointing Authority for necessary action.

The syllabus of the examination and minimum qualifying marks shall be as laid down in Part-I-B of Schedule-II appended to these Rules and Regulations.

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7 Substituted for “Provide that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1<sup>st</sup> June, 2002 does not increase.

Provide further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

Provided also that the provisions of this sub-rule shall not be applicable to the appointment of a widow to be made under the Rajasthan Compassionate Appointment of Dependents of Deceased Government Servants Rules, 1996.

& Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

\$ Provided also that any candidate who performed remarriage which is not against any law and before such remarriage he is not disqualified for appointment under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage.” vide Notification No. F. 7(1)DOP/A-II/95/Pt. dated 16-03-2023.

& Added vide Notification No. F. 7(1)DOP/A-II/95 /Pt.-II dated 24-02-2011.

\$ Added vide Notification No. F. 7(1)DOP/A-II/97/Pt-II dated 20-11-2015. w.e.f. 01-04-2015.

**PART-V**  
**PROCEDURE FOR SELECTION BY PROMOTION**

**32. Constitution of the Committee:-** The Committee shall consist of the following:-

(i)	The Chairman of the Commission or a member thereof nominated by him.	Chairman
(ii)	The Secretary to the Commission	Member
(iii)	An Officer of the Commission not below the Rank of the Assistant Secretary Nominated by the Chairman	Member-Secretary

Provided that in case any officer constituting the Committee has not been appointed to the post concerned, the officer holding the charge of the post for the time being shall be the Member or Member-Secretary, as the case may be, of the Committee.

**33. Criteria, Eligibility and procedure for Promotion:-** (1) As soon as the Appointing Authority determine the number of vacancies under rule 13 and decide that a certain number of posts are required to be filled in by promotion, it shall, subject to provisions of sub-rule (4), prepare a correct and complete list containing names of the senior most persons who are qualified and eligible for promotion to the post concerned to the extent indicated in Column 3 of Schedule-I subject to their possessing minimum qualifications and experience of the first day of the month of April of the year of selection as specified in Column 6 of Schedule-I.

¥“(1A) The person who had not been considered for promotion up to the year 2019-2020 because he/she had more than two children on or after 1st June 2002 shall be considered for promotion from the date on which his/her promotion was due and on such promotion his/her pay shall be refixed at the pay which he/she would have drawn but no arrear shall be paid and if any person who has more than two children on or after 1st June, 2002 and his promotion becomes due in the year 2020-2021 or thereafter shall be considered for promotion from the date on which his/her promotion becomes due and his/her pay shall be fixed for the promotional post, but he/she shall be entitled for annual increment notionally for three subsequent years and after such three years he/she shall be allowed actual benefits of such increments, however no arrears shall be paid for such notional increments. There shall be no consequential effect on subsequent promotions of the person promoted as per provisions of this sub-rule. The person already promoted shall not be reverted due to implementation of this sub-rule.”

Provided that the person having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she has on 1<sup>st</sup> June, 2002, does not increase.

Provided further that where a Government Servant has only one child from the earlier delivery but more than one child are born out or a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children."

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¥ Substituted for "No person shall be considered for promotion for % "three recruitment years" from the date on which his promotion becomes due, if he/she has more than two children on or after 1st June, 2002." vide Notification No. F. 7(1)DOP/A-II/95/Pt. dated 16-03-2023.

% Substituted for "Five recruitment years" vide Notification No. F. 7(1)DOP/A-II/95 Pt.-III dated: 19.09.2017.



<sup>40</sup>Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted. (with effect from 01.06.2002).

<sup>41</sup>Provided also that any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not be deemed to be disqualified with effect from 01-06-2002, if any child is born out of single delivery from such remarriage.

<sup>42</sup>(2)No persons shall be considered for first promotion in the Service unless he is regularly selected on the lower post in the Service in accordance with one of the methods of recruitment prescribed under the provisions of these rules”

**Explanation:-** In case direct recruitment to a post has been made earlier than regular selection by promotion in a particular year, such of the persons who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.

(3) Selection for promotion to all posts in the service shall be made strictly on the basis of seniority-sum-merit from amongst the persons who are qualified and eligible for promotion to the post concerned and have put in at least 5 years’ service, unless a different period is prescribed elsewhere in these Rules and Regulations, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made:-

(4) The zone of consideration of persons eligible for promotion shall be asunder:-

- |                                |  |
|--------------------------------|--|
| (i) <u>Number of Vacancies</u> | <u>Number of eligible persons to be considered</u> |
| (a) For one vacancy            | Five eligible persons                              |
| (b) For two vacancies          | Eight eligible persons                             |
| (c) For three vacancies        | Ten eligible persons                               |
| (d) For four or more vacancies | three times the number of Vacancies.               |
- (ii) Where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.

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<sup>40</sup> Substituted for <sup>@</sup>"Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted." vide Notification No. F.7(1) DOP/A-II/95/Pt.-III dated 03-07-2019 (with effect from 01.06.2002)

<sup>@</sup> Added vide Notification No. F. 7 (1) DOP/A -II/9 5 /Pt.-II dated 24.02.2011

<sup>41</sup> Substituted <sup>#</sup>"Provided also that any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage." vide Notification No. F. 7 (1) DOP/A -II/9 5/Pt.-II dated 18-08-2020.

<sup>#</sup> Added vide Notification No. F. 7(1)DOP/A-II/95 Pt.-II dated 20-11-2015.

<sup>42</sup> Substituted for “(2) No Person shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lowest post in the service. After first promotion in the Service, for subsequent promotion to higher posts in the service, a person shall be eligible if he has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under any Service Rules promulgated under proviso to Article 309 of the Constitution of India.

Provided that for first promotion in the service if number of persons substantively appointed and confirmed on the lowest post equal to the number of vacancies, are not available then persons who have been appointed to the lowest post in the service after selection in accordance with one of the methods of recruitment prescribed under these Rules and Regulations shall also be eligible, if they fulfill other conditions of eligibility.” vide Notification No. F. 7(5)DOP/A-II/2002 dated 17-12-2004.

- (iii) Where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to <sup>43</sup>“seven” times the number of vacancies and the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.

5 (a) The committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules and Regulations and shall prepare a list containing names of the persons found suitable on the basis of seniority-sum-merit as per the criteria for promotion laid down in these Rules and Regulations equal to the number of vacancies determined under rule relating to “Determination of vacancies” of these Rules and Regulations. The list so prepared on the basis of seniority- sum-merit shall be arranged in the order of seniority <sup>44</sup>“in” the category of posts from which selection is made.

(b) The Committee shall also prepare a separate list on the basis of seniority sum- merit as per the criteria for promotion laid down in these Rules and Regulations containing names of persons equal to the number of persons selected in the list prepared under (a) above to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis of seniority-sum-merit shall be arranged in the order of the seniority in the category of posts from which selection which selection shall be made. Such a list shall be reviewed and revised by the Committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the year for which the meeting of the Departmental Promotion Committee is held.

(c) Such lists shall be sent to the Appointing Authority together with Annual confidential Reports/Annual Performance Appraisal Reports and other Service <sup>45</sup>“Record” of all the candidate include in the lists as also of those not selected, if any.

(2) (6) If in any subsequent year, after promulgation of these Rules and Regulation, vacancies relating to any earlier year are determined under sub-rule (2) of rule relating to “Determination of vacancies” which were required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate, and the service/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he <sup>46</sup>“has” not actually performed the duties of the post to which he would have been promoted, shall be counter. The pay of a person who has been so promoted shall be re-fixed at the pay which he would have derived at the time of his promotion but no arrears of pay shall be allowed to him.

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<sup>43</sup> Substituted for “Five” vide Notification No. F. 7(1)DOP/A-II/ 95 dated 08-04-2003.

<sup>44</sup> Substituted for “on” vide Notification No. F. 7(5)DOP/A-II/2002 dated 17-12-2004.

<sup>45</sup> Corrected “Records” vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001.

<sup>46</sup> Corrected “Was” vide errata No. F. 3(5)DOP/A-II/97 dated 18.04.2001

(7) The Appointing Authority may order for the review of the proceedings of the Departmental Promotion Committee held earlier on account of some mistake or error apparent on the face of record or on account of a factual error substantially affecting the decision of the Departmental Promotion Committee or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any Court or Tribunal, or where adverse entries in the Confidential Reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The approval of the Chairman shall always be obtained before holding the meeting of the review departmental Promotion Committee.

(8) The Appointing Authority with the approval of the Chairman may approve the lists finally, prepared by the Committee.

(9) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the proceeding sub-rule (8) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised, as the case maybe.

(10) The instructions issued by the Government shall be applied mutatis mutandis for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons whom may be under suspension or against whom departmental proceedings is under progress, at the time of promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or tendency of such enquiry or proceedings.

**4734. Restriction of promotion of persons foregoing promotions:-** In case a person, on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental Promotion Committee, forgoes such an appointment through his written request and if the concerned Appointing Authority accepts his/her request, the person concerned shall be debarred from consideration for promotion (both on the basis of urgent temporary appointment or on regular basis) for subsequent two recruitment years for which the Departmental Promotion Committee is held and the name of such person who forgoes promotion shall not be included in seniority cum-eligibility list to be placed before the Departmental Promotion Committee for subsequent two recruitment years.

## **PART – VI**

### **Appointment, Seniority, Probation and Confirmation**

**35. Appointment to the Service:-** Appointment to the posts in the Service by direct recruitment or by promotion shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under rule 30 and 33.

**36. Urgent Temporary Appointment:-** (1) A vacancy in the service which cannot be filled in immediately either by direct recruitment or by promotion under these Rules and Regulations may be filled in by appointing in an officiating capacity thereto a person eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the service where such direct recruitment has been provided under the provisions of these Rules and Regulations.

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<sup>47</sup> Substituted for “34. Restriction of promotion of persons foregoing promotion:- In case a person, on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment on regular basis on the recommendations of the Departmental Promotion Committee, forgoes such an appointment he shall be considered again for appointment by promotion only after a period of one year (both on the basis urgent temporary appointment or on regular basis on the recommendations of Departmental Promotion Committee)” vide Notification No. F. 3(5)DOP/A-II/97/Pt. dated 09-02-2001.

(2) Instructions issued by the Government for grant of permission to fill the vacancies on urgent temporary basis subject to conditions and restrictions regarding pay and other allowances, in the event of non-availability of suitable persons fulfilling the requirements of eligibility for promotion shall mutatis mutandis be applied by the Commission.

**37. Seniority:-**<sup>48</sup> "Seniority of persons appointed to the post encadred in the service shall be determined from the date of appointment on the post after regular selection in accordance with the provisions of these rules.

Appointment on ad-hoc or Urgent temporary basis shall not be deemed to be appointment after regular selection."

Provided that:-

- (1) If two more persons are appointed to posts in the same Category in the same year, a person appointed by promotion shall rank senior to a person appointed by direct recruitment;
- (2) Seniority inter-se of persons appointed to a particular category by direct recruitment on the basis of one and the same selection, except those who do not join service when a post is offered to them shall follow the order in which they have been placed in the list prepared under rule 27;
- (3) The persons selected and appointed as a result of selection, which is not subject to review and revision shall rank senior to the persons who are selected and appointed as a result of subsequent selection;
- (4) Seniority inter-se of persons selected on the basis of seniority-cum merit in the same selection shall be the same as in the next lower grade.
- <sup>49</sup>(5) Deleted
- <sup>50</sup>(6) Withdrawn
- <sup>51</sup>(7) "Provided that reservation for Scheduled Castes and Scheduled Tribes employees, with consequential seniority shall continue till the roster points are exhausted; and adequacy of promotion is achieved.

Once the roster points are complete the theory of replacement shall thereafter be exercised in promotion whenever vacancies earmarked for

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<sup>48</sup> Substituted for "37 Seniority.- Seniority of persons appointed to the lowest post of the service or lowest categories of post sin each of the Group/Section of the Services as the case may be, shall be determines from the date of confirmation of such persons to the said post but in respect of persons appointed by promotion to other higher posts in the service or other higher categories of post in each of the group/Section in the service, as the case may be shall be determined from the dare of their regular selection to such posts." vide Notification No. F. 7(4)/DOP/A-2/02, dated 10.10.2002

<sup>49</sup> Deleted "(5) If a Candidate belonging to the Scheduled Caste/ Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/O.B.C. candidate who is promoted later to the said immediate higher post/grade, the general/O.B.C. candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste/Scheduled Tribe in the immediate higher post/grade." vide Notification No. F. (2)DOP/A-II/dated 28-12-2002 w.e.f. 1-04-1997

<sup>50</sup> Withdrawn @ "Notification No. F. 7(1)DOP/A-II/2002 dated 28.12.2002 and + (F. 7(3)DOP/A-II/2008 dated 25.04.2008) from the date they were issued" vide Notification No. F. 7(3)DOP/A-II/2008 dated 11.09.2011.

+ Deleted @"(6) Provided that a candidate who has got the benefit of proviso inserted vide Notification No.F.7(1)DOP/A-II/96 dated 01.04.1997 on promotion to an immediate higher post shall not be reverted and his seniority shall remain unaffected. This proviso is subject to final decision of the Hon'ble Supreme Court of India in Writ Petition (Civil) No. 234/2002 All India Equality Forum v/s Union of India and Others." vide Notification No. F. (2)DOP/A-II/ dated 25-04-2008 w.e.f. 28-12-2002

@ Inserted vide Notification No. F. 7(1)DOP/A-II/2002,dated 28.12.2002.

<sup>51</sup> Added vide Notification No. F. 7(3)DOP/A-II/2008 dated 11.09.2011

Scheduled Castes/Scheduled Tribes employees occur.

If on the application of these provisions the Scheduled Castes/ Scheduled Tribes employees who had been promoted earlier and are found in excess of the adequacy level, shall not be reverted and shall continue on ad- hoc basis, and also any employee who had been promoted in pursuance to Notification No. F. 7(1)DOP/A-II/96 dated 1.4.1997 shall not be reverted.

Notification No. F. 7(1)DOP/A-II/96 dated 1.4.1997 shall be deemed to have been repealed w.e.f. 1.4.1997

**Explanation:-** Adequate representation means 16% representation of the Scheduled Castes and 12% representation of the Scheduled Tribes in accordance with the roster point.

<sup>52</sup>**38. Period of Probation:-** (1) A person entering the service by Direct Recruitment against a clear vacancy shall be placed as Probationer-trainees for a period of 2 years.

Provided that any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probations.

<sup>53</sup>Provided further that the period of service rendered in earlier service, after regular appointment, shall be taken into consideration while computing period of probation in later service, if the candidates have been appointed on same post in another service, due to change in merit owing to revision of result of the combined competitive examination through which they were selected or any other reason." with effect from 03.09.2012

(2) During the period of Probation specified in sub-rule (1) each probationer trainee may be required to pass such Departmental Examination and to undergo such training as the Government may, from time to time, specify.

<sup>54</sup>(3) Deleted

<sup>55</sup>**(38-A) Pay during probation:-** A probationer trainee appointed to the

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<sup>52</sup> Substituted for "38. Period of Probation:- (1) All persons appointed to the service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the service by promotion against a substantive vacancy shall be placed on probation for a period of one year.

Provided that :

(i) Such of them as have previous to their appointment by promotion or by direct recruitment against a substantive vacancy, officiated temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their preference in respective quota or reservation in recruitment;

(ii) any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

(2) During the period of probation specified in sub rule (1), each probationer may be required to pass such departmental examination and to undergo such training as the Government may, from time to time, specify.

Explanation:- In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end one day earlier on the date immediately preceding the date of his death or retirement from Government service. The condition of passing the departmental examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement." vide Notification No. F. 7(2)DOP/A-2/2005 dated 20.01.2006.

<sup>53</sup> Added vide Notification No. F. 3(5)DOP/A-II/97 Part Dated 09-09-2015.

<sup>54</sup> Deleted @ "(3) The period spent as probationer trainee shall not be counted for experience and eligibility for promotions." vide Notification No. F. 7(2) DOP/A-U/2005 dated 26-04-2011.

@ Added vide Notification No. F. 7(2)DOP/A-II/2005 dated 13.06.2008.

<sup>55</sup> Inserted vide Notification No. F. 7(2) DOP/A-II/2005 dated 13.06.2008

service by direct recruitment, shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Government from time to time:

Provided that an employee having been regularly selected as per provisions of recruitment rules in the Government service may be allowed emoluments in his/her own pay scale in the existing pay scale of the post during service as probationer trainee or fixed remuneration of the new post, whichever is advantageous to him/her.

**39. Confirmation in certain cases:-** <sup>56</sup>“(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the service of direct recruitment as a probationer trainee under these rules has not been confirmed within six months after satisfactory completion of probation for a period of two years shall be entitled to be treated as confirmed in accordance with his/her seniority if, :-

- (i) She/he has worked on the post or higher post under the same Appointing Authority or would have so worked but for his/her deputation or training;
- (ii) She/he fulfills conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these Rules; and
- (iii) He has been appointed against a substantive vacancy.”

(2) If an employee referred to in sub-rule (1) above fails to fulfill the conditions mentioned in the said sub-rule the period mentioned in sub-rule. (1) Above, may be extended as prescribed for a probationer under the Rajasthan Civil Service (Departmental Examination) Rules, 1959 and any other Rules or by one year, whichever is longer. If the employee still fails to fulfill the conditions mentioned in sub-rule (1) above, he will be liable to be discharged or terminated from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled.

(3) The employees referred to in sub-rule (1) above, shall not be debarred from confirmation after the said period of service if no reasons to the contrary about the satisfactory performance of his work are communicated to him within the said period or service.

(4) The reasons for not confirming of any employee referred to in sub-rule (1) above, shall be recorded by the Appointing Authority in his Service Book and Annual Performance Appraisal Report.

**Explanation:-**

- (i) Regular recruitment for the purpose of this rule shall mean:-

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<sup>56</sup> Substituted for “(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the service temporarily or on officiating basis who, after regular recruitment by any one of the methods of recruitment prescribed under these Rules and Regulations has not been confirmed, within a period of six months on completion of period of two years’ service in case he is appointed by direct recruitment or within a period of one year’s service in case he is appointed by promotion, shall be entitled to be treated as confirmed in accordance with his seniority, if:-

- (i) he has worked on the post or higher post under the same Appointing Authority or would have so worked but for the deputation or training;
- (ii) He fulfills conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these Rules and Regulations; and
- (iii) Permanent vacancy is available in the Department.” vide Notification No. F. 7(2) DOP/A-II/2005 dated 13.06.2008

- (a) Appointment by either method of recruitment or on initial constitution of service in accordance with the Rules made under the proviso to Article 309 of the Constitution of India:
  - (b) Appointment to the posts for which no Service Rules exists, if the posts are within the purview of the Commission, recruitment in consultation with them;
  - (c) Appointment by transfer after regular recruitment where the Service Rules Specifically permit;
  - (d) Persons have been made eligible for substantive appointment to a post under the Rules shall be treated as having been regularly recruited; Provided that it shall not include urgent temporary appointment or officiating promotion which is subject to review and revision.
- (ii) Persons who hold lien on another cadre shall be eligible to be confirmed under this rule and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years of their temporary appointment under this rule. In the absence of any option to the contrary, they shall be deemed to have exercised option in favour of confirmation under this rules and their lien on the previous post shall cease.

<sup>57</sup>**40. Unsatisfactory progress during probation:-** If it appears to the Appointing Authority, at any time, during or at end of the period of probation, that a probationer- trainee are not found to be satisfactory, the appointing authority may revert him/her to the post on which he/she is regularly selected immediately preceding his/her appointment as probationer trainee or in other case may discharge or terminate him/her from service. The appointing authority shall accord appropriate opportunity to the probationer-trainee before final orders are passed in this respect:

Provided that the Appointing Authority may, if it so thinks fit in any case or class of cases, extend the period of probation of any probationer-trainee by a specified period not exceeding one year.

**41. Confirmation:-** A probationer shall be confirmed in his appointment at the end of the period of probation, if:-

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<sup>57</sup> Substituted for “40. Unsatisfactory progress during probation:- (1) If it appears to the Appointing Authority, at any time during, or at the end of the period of probation that a member of the service has not made sufficient use of his opportunities or that he has failed to five satisfactions, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provide he holds a lien thereon or in other cases may discharge or terminate him from Service.

Provided that the Appointing Authority may, if it so thinks fit in any case or class, extend the period of probation of any member of Service by a specified period not exceeding two years in case of person appointed to a post in the service by direct recruitment and one year in the case of person appointed by promotion to such post.

Provided further that the Appointing Authority may, if it so thinks fit in case of persons belonging to the Scheduled Castes and the Schedule Tribes, as the cases may be, extend the period of probation by a period not exceeding one year at a time and a total extension not exceeding three years.

(2) Notwithstanding anything contained in the above provisos, during the period of probation, if a probationer is placed under suspension, or disciplinary proceedings are contemplated or started against him the period of his probation may be extended till such period the Appointing Authority thinks fit in the circumstances.

(3) A probationer reverted or discharged from service during or at the end of the period of probation under sub-rule (1) shall not be entitled to any compensation.” vide Notification No. F. 7(2)DOP/A-II/2005 dated 13.06.2008.

- (a) He/She has passed a department test of proficiency in Hindi unless he has passed in Hindi as one of the subjects in the High School or Secondary Examination;
- (b) The Appointing Authority is satisfied that his integrity is unquestionable and that he/she is otherwise fit for confirmation.

#### **PART-VI-PAY**

**42. Scale of pay:-** The scale of monthly pay of a person appointed to a post in the service, shall be such as may be admissible under the Rules referred to in regulation 44 or as may be sanctioned by the Government from time to time for corresponding posts in the Secretariat.

<sup>58</sup>**43. Deleted.**

**44. Regulation of Pay, Leave and Allowance, Pension etc:-** Except as provided in these Rules and Regulations the pay, allowances pension, leave and other conditions of service of a member of the service shall be regulated by:-

1. The Rajasthan Service Rules, 1951 as amended from time to time;
2. The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended from time to time.
3. The Rajasthan Travelling Allowances Rules, 1971 as amended from time to time;
4. The Rajasthan Civil Services (Conduct) Rules, 1971, as amended from time to time;
5. The Rajasthan Civil Services (Pension) Rules, 1996
6. The Rajasthan Civil Services (Revised pay scales) Rules, 1998, as amended from time to time; and
7. Any other rules prescribing general conditions under the proviso to Article 309 of the Constitution of India and for the time being in force.

#### **PART – VII – Discipline**

**45. Procedure for imposing penalties:-** In respect of matters, the procedure laid down in the Rajasthan Civil Services (Classification Control and Appeal) Rules, 1958 as far as may be, shall be followed before an order imposing any of the penalties specified therein has been passed.

**46. Disciplinary Authorities:-**The disciplinary authority shall be the Secretary and the Appellate Authority shall be the Commission.

**47. Removal of doubts:-** In case of doubt, regarding application, interpretation and scope of these rules and Regulations, the decision of the Commission shall be final.

**48. Repeal and Saving:-** All and Regulations and orders in relation to matters covered by these Rules and Regulations in force immediately before the Commencement of these Rules and Regulations are hereby repealed.

Provided that any action taken under the Rules and Regulations and orders so repealed shall be deemed to have been taken under the provisions of these Rules and

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<sup>58</sup> Deleted “43. Increments by during probation- A probationer shall draw increments in the scale or pay admissible to him during the period of probation in accordance with the provisions of the Rajasthan Service Rules, 1951.” vide Notification No. F. 7(2)DOP/A-2/2005 dated 20.01.2006.



Regulations.

**49. Power to relax Rules and Regulations:-** In exceptional cases where the Commission is satisfied that operation of the rules Relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Commission is of the opinion that it is necessary or expedient to relax any of the provisions of these Rules and Regulations with respect to age or experience of any persons, it may with the concurrence of the Department of Personnel (A- Gr. II) by orders dispense with or relax the relevant provisions of these Rules and Regulations to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favorable than the provisions already contained in these Rules and Regulations. Such cases of relaxation shall be referred by the Commission to the Department of Personnel (A- Gr. II).

Provided that relaxation in the prescribed period of Service or experience under this rule shall only be granted to the extent of 1/3 period of the service or experience prescribed for promotion to any post before holding the meeting of the Departmental Promotion Committee.

<sup>59</sup>Provided further that where the prescribed period of experience for promotion to any post is less than 6 years, a committee headed by the Chief Secretary comprising of Principal Secretary Finance, Principal Secretary/ Secretary Department of Personnel and Principal Secretary/Secretary of the Administrative Department, may consider the cases where forty five percent or more posts are vacant. The committee is empowered to suggest the quantum of relaxation in experience which may be granted in such cases to address the issue of large number of vacancies in promotional posts subject to condition that such relaxation in experience shall not be more than two years.

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<sup>59</sup> Added vide Notification No. F. 7(3)DOP/A-II/95 Pt. dated 18-07-2017

**Schedule-I**  
**[GROUP "A"]**

<b>S. No</b>	<b>Name of the posts</b>	<b>Source of recruitment with percentage</b>	<b>Minimum qualification and experience for direct recruitment</b>	<b>Post from which promotion is to be made</b>	<b>Minimum qualification and experience for promotion</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.	<sup>1</sup> Assistant Section Officer	100% by promotion	-	Clerk Grade-I	5 years' experience on the post mentioned in Column No. 5	-
2.	Clerk Grade-I	100% by promotion	-	Clerk Grade-II	3 years' experience in case of a Graduate or 5 years' experience in case of others on the post mentioned in Column No. 5	-

<sup>1</sup> Substituted for "Assistant" vide Notification No. F. 7(2)DOP/A-II/2006 dated 27-05-2011.

1	2	3	4	5	6	7
3.	Clerk Grade-II	15% by promotion and 85% by direct recruitment	<sup>2</sup> “A. Senior Secondary from a recognized Board or its equivalent examination, <b>and</b> B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. <b>Or</b> Certificate course on Computer concept by NIELIT, New Delhi <b>Or</b> Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council or Vocational Training Scheme. <b>Or</b>	Class IV Employees	<sup>3</sup> “A. Senior Secondary from a recognized Board or its equivalent examination, <b>and</b> B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. <b>Or</b> Certificate course on Computer concept by NIELIT, New Delhi or Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council or Vocational Training Scheme. <b>Or</b> Degree/Diploma/Certificate in Computer Science/ Computer Application from a University established by law in India or from an institution recognized by the Government. <b>Or</b>	--

1	2	3	4	5	6	7
-	-	-	<sup>2</sup> Substituted for <sup>0</sup> “A. Senior Secondary from a recognized Board or its equivalent examination, and B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. <b>Or</b> Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council or Vocational Training Scheme. <b>Or</b> Diploma in Computer Science/ Computer Application of a University established by law in India or of an institution recognized by the Government. <b>Or</b> Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government. <b>Or</b> Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited." vide Notification No. F. 7(2) DOP/A11/2006 Pt. I dated 14-03-2016.	-	<sup>3</sup> Substituted for <sup>6</sup> “A. Senior Secondary from a recognized Board or its equivalent examination, and B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. <b>Or</b> Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council or Vocational Training Scheme. <b>Or</b> Diploma in Computer Science/ Computer Application of a University established by law in India or of an institution recognized by the Government. <b>Or</b> Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government. <b>Or</b> Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited." and C. Five years' experience on the post mentioned in column number 5.” vide Notification No. F. 7(2) DOP/A11/2006 Pt. I dated 14-03-2016.	-

<sup>0</sup> Substituted for “Must have passed Secondary Examination or its equivalent recognized by the Government and must have passed the Competitive Examination as mentioned in part-II of Schedule-II.” vide Notification No. F. 7(2) DOP/A-II/2006 dated 5-07-2010.

<sup>6</sup> Substituted for “Must have passed Secondary Examination or its equivalent examination recognized by the Government and must have worked for five years after regular selection continuously on the post mentioned in Column No. 5.” vide Notification No. F. 7(2) DOP/A-II/2006 dated 5-07-2010.

1	2	3	4	5	6	7
			<p>Degree/Diploma/Certificate in Computer Science/Computer Application from a University established by law in India or from an institution recognized by the Government. Or</p> <p>Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/ Computer Application as one of the subjects. Or</p> <p>Diploma in Computer Science &amp; Engineering from a polytechnic institution recognized by the Government. Or</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University. Kota under control of Rajasthan Knowledge Corporation Limited." <sup>4</sup>Or</p> <p>Any equivalent or higher qualification recognized by the Government.</p> <p>Explanation: The decision of the Rajasthan Staff Selection Board or the Appointing Authority, as the case may be, regarding the qualification or higher qualification of computer possessed by a candidate shall be final."</p>		<p>Senior Secondary' Certificate from a recognized Board of Secondary Education in the Country, with computer Science/Computer Application as one of the subjects. Or</p> <p>Diploma in Computer Science &amp; Engineering from a polytechnic institution recognized by the Government. Or</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited. Or</p> <p>any equivalent or higher qualification recognized by the Government.</p> <p>Explanation: The decision of the Rajasthan Staff Selection Board or the Appointing Authority, as the case may be, regarding the qualification or higher qualification of computer possessed by a candidate shall be final.</p> <p><sup>5</sup>"Provided that the widow appointed on the post of Class-IV employee under the Rajasthan Compassionate Appointment of Dependents of Deceased Government Servants Rules, 1996 shall be exempted from the Computer qualification in case of promotion under the provisions of these rules" and</p> <p>C. Five years' experience on the post mentioned in column number 5."</p>	

<sup>4</sup> Added vide Notification No. F. 3(1)DOP/A-II/2013 dated 04-08-2020.

<sup>5</sup> Added vide Notification No. F. 7(2) DOP/A-II/2006 dated 21-10-2019.

**GROUP "B"**

1	2	3	4	5	6	7
1.	<sup>6</sup> Additional Private Secretary	100% by promotion	-	Personal Assistant	5 years' experience on the post mentioned in Column No. 5	-
2.	Personal Assistant	100% promotion	-	Stenographer	5 years' experience on the post mentioned in Column No. 5.	-
3.	Stenographer	100% by direct recruitment through competitive examination	<sup>7</sup> A. Senior Secondary from a recognized Board or its equivalent examination, <b>And</b> B. ' "O" or Higher-Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. <b>Or</b> Certificate course on Computer concept by NIELIT, New Delhi <b>Or</b> Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council or Vocational Training Scheme. <b>Or</b> Degree/Diploma/Certificate in Computer Science/Computer Application from a University established by law in India or from an institution recognized by the Government. <b>Or</b> Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/Computer Application as one of the subjects. <b>Or</b> Diploma in Computer Science &Engineering from a polytechnic institution recognized by the Government.			-

<sup>6</sup> Substituted for "Senior Personal Assistant" vide Notification No. F. 7(2)DOP/A-II/2006 dated 15.02.2013.

Substituted for-

1	2	3	4	5	6	7
-	-	-	<sup>7</sup> Substituted for <sup>¥</sup> A. Senior Secondary from a recognized Board or its equivalent examination, and B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. <b>Or</b> Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council or Vocational Training Scheme. <b>Or</b> Diploma in Computer Science/ Computer Application of a University established by law in India or of an institution recognized by the Government. <b>Or</b> Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government. <b>Or</b> Rajasthan State Certificate Course in Information Technology (RSC1T) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited." vide Notification No. F. 7(2) DOP/A11/2006 Pt. I dated 14-03-2016.	-	-	-

<sup>¥</sup> Substituted for "Must have passed the Higher Secondary or Senior Secondary Examination in Arts, Science or Commerce of Rajasthan Board of Secondary education or an equivalent examination and must have passed the competitive examination as mentioned in Part-I of Schedule II." vide Notification No. F. 7(2) DOP/A-II/2006 dated 5-07-2010.

1	2	3	4	5	6	7
			<p style="text-align: center;"><b>Or</b></p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Rota under control of Rajasthan Knowledge Corporation Limited.</p> <p><sup>8</sup>“<b>Or</b></p> <p>Any equivalent or higher qualification recognized by the Government.</p> <p>EXPLANATION: The decision of the Rajasthan Staff Selection Board or the Appointing Authority, as the case may be, regarding the qualification or higher qualification of computer possessed by a candidate shall be final.”</p>			
<b>Group – “C”</b>						
1	Librarian	100% by direct-recruitment	Graduate with Degree or Diploma in Library Science and 7 years’ experience as Librarian	-	-	-
2	Driver	90% by Direct-recruitment and 10% by promotion	<p>Educated up to VIII Class with heavy or light Duty Driving, license and 3 years’ experience as a Driver and must also possess the following:</p> <p>(i) Weight not more than 65 kg.</p> <p>(ii) Sight 6 X 6 with or without glasses.</p> <p>(iii) Knowledge of roadside repairs &amp; efficiency in Driving to be examined through a Trade Test by the Appointing Authority.</p>	Members of the Class IV service	Educated up to VIII Class with heavy or light Duty Driving License and 3 years’ experience as a Driver and must also possess the following:	-
					<p>(i) Weight not more than 65 kg.</p> <p>(ii) Sight 6 X 6 with or without glasses.</p> <p>(iii) Knowledge of roadside repair &amp; efficiency in Driving to be examined through a Trade Test by the Appointing Authority.</p>	
3	Cataloguer	100% by Direct-recruitment	<p>(1) Must have passed Secondary Examination from a recognized board.</p> <p>(2) Certificate in Library Science from a University establishment by law in India.</p>	-	-	-

<sup>8</sup> Added vide Notification No. F. 3(1)DOP/A-II/2013 dated 04-08-2020.

**SCHEDULE – II**  
**PART – I – A**  
**SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION**  
**FOR THE POST OF STENOGRAPHER**

‡ **Scheme of examination:-** The Competitive Examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:-

**Phase-I**

S.No.	PAPER	DURATION	MARKS
(1)	General Knowledge, Everyday Science and General Knowledge of Rajasthan	3 Hours	100
(2)	General Hindi and English	3 Hours	100

‡ Substituted for ¶ “Scheme of examination:- The Competitive Examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:-

PAPERS	DURATION	MARKS
Phase-I		
(1)-General Knowledge, Everyday Science and General Knowledge of Rajasthan	3 Hours	100
(2)-General Hindi and English	3 Hours	100

Phase-II: The candidates may opt for any one of the following two papers:

S.No.	Paper	Duration of Examination	Marks
1.	English Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	50
	Transcription and typing of Dictated passage in English on Computer.	60 Minutes	
2.	Hindi Shorthand (the test shall consist of dictation of 80 words per minute)	10 Minutes	50
	Transcription and typing of dictated passage in Hindi on Computer.	70 Minutes	

Explanation:

- The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The Syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as the Commission deems fit.
- The Competitive Examination will be held in two phases-Phase-I & Phase-II. All the papers of Phase-I will be of objective type.
- Candidates securing minimum 40% marks in the Phase-I shall only be admitted to the Phase II subject to three times the number of advertised vacancy but in the said range all those candidates who secure the same percentage of marks shall be included.
- The marks obtained by a candidate in the Phase-I and Phase-II of the examination will be counted for determining their final order of merit.
- It will be necessary for a candidate to do typing work on the computer and he will bring his own computer, pen and pencil for the test.” vide Notification No. F. 7(2)DOP/A-II/2006 Pt. I dated 14-03-2016.

¶ Substituted for ¶ “Scheme of Examination (1) The Competitive Examination shall include the following papers and each paper shall carry the number of marks as shown against it:

Paper	Duration of Examination	Marks
Compulsory:-		
1. General Knowledge, Everyday Science and General Knowledge of Rajasthan	3 Hours	100
2. Language		
General Hindi and English	3 Hours	100
Optional: The Candidate shall offer any one of the following papers:-		
English Shorthand Test (The test shall consist of dictation of 100 words per minute)	10Minutes	100
Transcription and typing of dictated passage in English	60 Minutes	
OR		
Hindi Shorthand Test (The test shall consist of dictation of 100 words per minute)	10Minutes	100
Transcription and typing of dictated passage in Hindi.”	70Minutes	

- The standard of the paper will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The Syllabus and scope of each paper of the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulate time in the manner as the Commission deem fit.
- The Compulsory paper of General Knowledge, Everyday Science and “General Knowledge of Rajasthan” will be of objective type.

**Phase-II: The candidates may opt for any one of the following two papers:**

S.No.	Paper	Duration of Examination	Marks
1.	English Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of Dictated passage in English on Computer.	60 Minutes	
2.	Hindi Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in Hindi on Computer.	70 Minutes	

**Explanation:**

1. The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The Syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as the Commission deems fit.
2. The Competitive Examination will be held in two phases-Phase-I & Phase-II. All the papers of Phase-I will be of objective type.
3. All candidates who secure minimum of 40% marks in each paper of Phase-I examination and obtain such percentage aggregate marks as may be fixed by the recruiting agency in order to restrict the numbers to an optimum level, may be admitted in the Phase II. However relaxation in minimum marks upto 5% shall be available in each paper of each phase to Scheduled Caste/Scheduled Tribe category candidates; and
4. The marks obtained by a candidate in the Phase-I and Phase-II of the examination will be counted for determining their final order of merit.
5. It will be necessary for a candidate to do typing work on the computer and he will bring his own computer pen and pencil for the test

**PART – I – B**

**SCHEME OF SPECIAL QUALIFYING EXAMINATION FOR ADVANCE INCREMENTS**

A candidate shall be required to take dictation in Hindi or in English at a speed of 100 words per minute for ten minutes and transcribe and type the dictated Hindi passage in 70 minutes and English passage in 60 minutes. The maximum marks shall be 300. The Commission may at its discretion fix minimum qualifying marks not below 40% of the total marks.

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4. The answer scripts of the compulsory paper of General Hindi and English shall be got evaluated by the Commission only of those candidates who qualify in the compulsory paper of General Knowledge, Everyday Science and General Knowledge of Rajasthan and come within the merit range of 15 times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks as may be fixed by the Commission for any lower ranges shall be included.
  5. On the basis of the marks obtained by a candidate in the compulsory papers the number of candidates to be admitted to the optional paper will be 5 times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks as may be fixed by the Commission for any lower range shall be included.
  6. The candidates will bring their own pen, pencil and type writer for typing test.
  7. The Commission may issue instructions to Examiners to make deduction in the marks assigned to candidates on account of bad handwriting.
  8. The Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the Compulsory paper and 36% marks in the optional paper.
  9. It is obligatory for a candidate to appear in all the papers.” vide Notification No. F. 7(2)DOP/A-II/2006 dated 05.07.2010.
- 1b** Substituted for “Scheme of Examination (1) The Competitive Examination shall include the following papers and each paper shall carry the number of marks as shown against it.



## <sup>1</sup>PART –II

### SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION FOR THE POST OF <sup>2</sup>“CLERK GRADE-II”

**Scheme of Examination :-** The Competitive Examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:-

Paper	Duration of Examination	Marks
Compulsory:-		
1. General Knowledge, Everyday Science and Mathematics	3 Hours	100
2. Language:		
General Hindi and English	3 Hours	100
Optional: The Candidate shall offer any one of the following papers:-		
Speed Test:-		
Shorthand in English OR Shorthand in Hindi	10 Minutes	50
Typing-translation of Shorthand writing	30 Minutes	50”

vide Notification No. 3(5)DOP/A-II/97 pt. 6 dated 9.02.2001

<sup>0</sup> Substituted for “3. All candidates who secure minimum of 40% marks in each paper of Phase-I examination and obtain such percentage aggregate marks as may be fixed by the recruiting agency in order to restrict the numbers to an optimum level, may be admitted in the Phase II.” vide Notification No. 3(8)DOP/A-II/2013 dated 18.04.2018

<sup>1</sup> Substituted for “PART –II

#### SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION FOR THE POST OF LOWER DIVISION CLERK

1. Scheme of Examination:- The Competitive Examination shall include the following papers and each paper shall carry the number of marks as shown against it.

Paper	Duration of Examination	Marks
Compulsory:		
1. General Knowledge, Everyday Science and Mathematics	3 Hours	100
2. General Hindi	3 Hours	100

Optional:- (i) For candidates other than Physically Handicapped:-

The candidate shall offer any one of the following papers:-

- |                              |            |    |
|------------------------------|------------|----|
| (1) Type-writing in Hindi:   |            |    |
| (a) Speed Test               | 10 Minutes | 50 |
| (b) Efficiency Test          | 10 Minutes | 50 |
| (2) Type-Writing in English: |            |    |
| (a) Speed Test               | 10 Minutes | 50 |
| (b) Efficiency Test          | 10 Minutes | 50 |

(ii) For Physically handicapped candidates:

The Physically handicapped candidates shall offer any one of the following optional papers:

- |   |        |     |
|---|--------|-----|
| (1) General English                       | 3Hours | 100 |
| (2) General Studies and General Knowledge | 3Hours | 100 |

#### **Explanation:-**

- (1) “Physically handicapped” means and includes a person who has such defect in either or both of his hands or deformity of hands as causes interference in type-writing and includes blind also.
- (2) In proof or being as physically handicapped a candidate shall be required to submit a certificate from an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing in the examination.

2. The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan.
3. The Compulsory paper of General Knowledge, Everyday Science and Mathematics will be of objective type.
4. The Competitive Examination will be held in two successive stages. The examination of the compulsory paper of General knowledge, Everyday Science and Mathematics will be held in the first stage. Those candidates who qualify in this Compulsory Paper and come within the merit range of five times the number of advertised vacancies will be admitted to the second stage of the examination but in the said range all those candidates, who secure the same percentage of marks as may be fixed by the Commission for any lower range shall also be included.
5. The Second stage of examination will consist of the Compulsory paper of General Hindi and Optional Paper. The marks obtained by a candidate in the first and second stage of the examination will be counted for determining their final order of merit.
6. The candidate will bring their own pen, pencil and Typewriter for typing test.
7. The Commission may issue instructions to examiners to make deduction in the marks assigned to candidates on account of bad handwriting.
8. The Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the compulsory paper and 36% marks in the optional paper.
9. The paper of General Studies and General Knowledge shall be answered either in Hindi or in English but no candidate shall be permitted to answer this paper partly in Hindi and partly in English unless specifically allowed to do so.
10. It is obligatory for a candidate to appear in all the papers.” vide Notification No. F. 7(2)DOP/A-II/2006 dated 5.07.2010

<sup>2</sup> Substituted for “LOWER DIVISION CLERKS” vide Notification No. F. 7(2)DOP/A 11/2006 Dated 30.09.2014 w.e.f. 01.07.2013

<b>PAPERS</b>	<b>DURATION MARKS</b>	
Phase-I		
1. General Knowledge, Everyday Science and Mathematics.	3 Hours	100
2. General Hindi and English.	3 Hours	100
Phase-II: (1) For candidates other than persons with disabilities:-		
1. Type-writing in Hindi on computer		
(a) Speed Test	10 Minutes	25
(b) Efficiency Test	10 Minutes	25
2. Type-writing in English on computer		
(a) Speed Test	10 Minutes	25
(b) Efficiency Test	10 Minutes	25

Persons with disabilities will be given the average marks Obtained by them in Phase-I

**Explanation:**

- (1) "Persons with disabilities" means a person who is eligible for appointment on the post of Lower Division Clerk under the provisions of the Rajasthan Employment of the persons with Disabilities Rules, 2000.
- (2) In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing in the examination.
- (3) The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as the Commission deem fit.
- (4) The Competitive Examination will be held in two phases- Phase-I & Phase-II. All the papers of Phase-I will be objective type.
- <sup>0</sup>(5) Candidates securing minimum 40% marks in each of the paper of Phase-I shall only be admitted to the Phase-II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included. However, relaxation in minimum marks up to 5% shall be available in each paper of each phase to Scheduled Caste/Scheduled Tribe category candidates.
- (6) The marks obtained by a candidate in the Phase-I and Phase-II of the examination will be counted for determining their final order of merit.
- (7) It will be necessary for a candidate to do typing work on the computer and he will bring his own computer, pen and pencil for the test.

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<sup>0</sup> Substituted for "5. Candidates securing minimum 40% marks in the Phase-I, shall only be admitted to the Phase-II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included." vide Notification No. F. 3(8)DOP/A-II/2013 dated 18.04.2018

By Order and in the name of the Governor

sd/-

(Surajmal Kerwal)

Deputy Secretary to the Government