

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

No.3(5) DO/A-II/97

Jaipur, Dated: 31/5/99

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 ¹ of the Rajasthan Public Service Commission and regulations making provisions with respect to the members of the Ministerial and Subordinate Service ¹ 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 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;
 - ²(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to a post in the service on the basis of regular selection under the provisions of these rules or the rules or order superseded by these rules."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;
 - (k) "Service" means the Rajasthan Public Service Commission Ministerial and Subordinate ¹ 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.

¹ Deleted word "Staff" vide errata dt. 18.04.2001

² Substituted vide Not. Dt. 10.10.02 for –"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."

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 31st 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.

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) ³By direct recruitment in accordance with the procedure prescribed in Part-IV of these Rules and Regulations.
- (b) ³By Promotion in accordance with the procedure prescribed in Part-V of these Rules and Regulations:-

³Inserted Vide errata Dated 18.04.01

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 dependants of the deceased Government servant to a post in the Service in accordance with the provisions laid down in the Rajasthan Compassionate Appointment of Dependants 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 [§] 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.
- (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 as 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.

⁴6A. “Compassionate Appointment of Dependants of the Deceased/Permanently incapacitated Armed Forces 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 Services up to Scale No.9 to be filled in by direct recruitment, by appointing on compassionate ground one of the dependants of a member of Armed Forces/Para Military Forces belonging to the State who dies or becomes permanently incapacitated in action of or after commencement of this provision, in operations at the International Border or at the Line of actual Control.

Provided that in so far as appointment in subordinate service is concerned the dependants shall be considered for appointment to the lowest post, up to scale No.9, at which direct recruitment is made, according to the qualifications possessed by the dependant.

⁴ Added Vide Notification No. F.5(3)/DOP/A-2/94, Dated 7.2.2000 w.e.f. 01.04.1999

[§] existing expression Lower Division Clerks/Upper Division Clerks the expression Clerk Grade II / Clerk Grade I substituted vide Notification Dated 30.09.2014 w.e.f. 01.07.2013

- (2) Such dependant 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 dependant fulfils the academic qualification 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 dependant shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the dependant. 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) 'Dependant' shall mean spouse/son/adopted son, unmarried daughter/unmarried adopted daughter who were wholly dependant on the deceased/permanently incapacitated defence 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 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 or more than 75% permanent neurological impairment in operations rendering him/her unfit for any kind of employment in future.

Note 2:- Assessment of permanent impairment would be in accordance with the Manual for Doctors to Evaluate Permanent Physical Impairment (DGHASWHO-AHMS, New Delhi 1981) and certified by the Army Authorities and countersigned by Assistant Director, Medical Services 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 a Medical College in Rajasthan.

7. ⁵ 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 ⁶the 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
- (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.
- [#](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

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.

⁵ 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-2/02, dated 10.10.2002

⁶ Substituted for 7(i) 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 dated 28.08.09

(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.”

[#](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”. (Substituted for vide notification dated 17-01-13)

8. ⁷**Reservation of vacancies of Backward Classes, Special Backward Classes and Economically Backward Classes:-** Reservation 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, 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 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.
- &9. ⁸**Reservation of vacancies for women:-** Reservation of vacancies for women candidates shall be *30% category wise in direct recruitment out of which 8% shall be widows and 2% for divorces women candidates. In the event of non-availability of eligible and suitable widows and divorced women candidates in a particular year, the vacancies so reserved for widow and divorced women 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 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.”
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.

⁷.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 dated 28.08.09

* the figure 20% substituted by figure 30% vide Notification dated 07.06.99

**the expression accordance with the normal procedure substituted by the expression up by male candidates” vide notification dated 07.06.99

& The existing rule 9 substituted vide notification dated 21.09.07

⁸. Substituted for 9:- **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 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. F7(2)DOP/A-II/88/Pt.I dt.24.1.2011

Explanation:- ‘Outstanding Sports persons’ shall mean and include the Sports persons belonging to the State who have participated individually or in team in the Sports and Games recognized by the International Olympic Committee and Indian Olympic Association or, in International championships in Badminton, Tennis, Chess and Cricket 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, Common Wealth Games, World championship, World University Games, world School Games, SAARC Games or Olympic Games where he (in an individual item) or his team (in a team event has obtained 1 st , 2 nd or 3 rd position. |
| 2. | Ministerial | |

⁹10A. **Reservation of vacancies for Ex-Servicemen-** The reservation of vacancies for duly discharged ex-servicemen shall be 1/3rd 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 compartmentalised horizontal reservation.

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 1st 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) Zambia, Malawi, Zaire and ¹⁰Ethiopia 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 ¹¹Government in the Deptt. of Home affairs and Justice after proper verification.

¹² 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.

⁹. Added vide Notification dated 10.10.08

¹⁰. Corrected vide errata dated 18.4.01

¹¹. Substituted for:- “Government of India” Vide Notification No. F.7(2)/DOP/A-2/02 dated 17.02-03

¹² Deleted Vide Notification No. F.7(2) DOP/A-II/2002 dated 17-02-03 for-“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.

13. **Determination of vacancies**:- (1) (a) Subject to the provisions of these Rules, the Appointing Authority shall determine on 1st 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 Schedule, the apportionment of vacancies, determined under Clause (a) above to each such method shall be done maintaining the prescribed proportion for the over-all number of post 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.
- (2) 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.
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 ¹³35 years on the first day of January next following the last date fixed for receipt of applications:

Provided that:-

- ¹⁴(i) That the upper age limit mentioned above shall be relaxed:-
- (a) By 5 years in the case of male candidates belonging to scheduled castes/scheduled Tribes;
- ¹⁵(b) By 5 years in the case of woman candidates belonging to General category and Economically Backward Classes
- ¹⁶(c) By 10 years in the case of woman candidate belonging to scheduled castes/scheduled Tribes Backward Classes and Special Backward Classes.
- (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 upto two chances had they been eligible as such at the time of their initial appointment.

¹³ Amended the figure "33" amended as figure "35" vide Notification dated 02.12.05 w.e.f. 24.05.2004

¹⁴ Substituted for-"(i) the upper age limit mentioned above shall be relaxed by 5years in the case of women candidates and candidates belonging to the Schedule Castes or the Scheduled Tribes" Vide Notification No. F.7(2) DOP/A-II/84 dated 30-04-01

¹⁵ Substituted for Rule-14 the expression "woman candidates belonging to General Category by the expression" Woman candidates belonging to General Category and Economically Backward Classes vide Notification dt. 28-08-09

¹⁶ Substituted for Rule-14 for the expression "Other Backward Classes" by the expression "Backward Classes and Special Backward Classes" Vide Notification dated 28.08.09

- (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.
- (vii) There shall be no age limit in the case of widows and ¹⁷divorced 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.
- (viii) The upper age limit shall be relaxed by ^{17A}5 years in the case of candidates belonging to the ¹⁶Backward Classes and Special Backward Classes.
- ¹⁸(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.”
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.
- 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 may be.
16. **Character:-** The character of a candidate for direct recruitment to the Service, must be such as to qualify him 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.

¹⁶ Substituted for Rule-14 for the expression “Other Backward Classes” by the expression “Backward Classes and Special Backward Classes” Vide Notification dated 28.08.09

¹⁷ Corrected vide errata dt. 18.04.2001

^{17A} Substituted for “2” vide notification dated 25.05.2000

¹⁸ .Added vide notification dated 23.09.2008

- 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 overthrow by violent means of the Government as by law established, the mere conviction need not be regarded as a disqualification.
- (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 ¹⁹employment 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 ²⁰who 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 ^{20A}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 ^{20B}are incorrect or false or of suppressing material information ^{20C}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 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. **Canvassing:**- No recommendation for recruitment either written or oral other than that ²¹required 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.

¹⁹ Vide corrected errata dt. 18-04-01

²⁰ Deleted "promoted in the regular line of promotion of" vide errata dt. 18.04.01

^{20A} Correct for "efficient" vide errata dt. 18.04.01

^{20B} Inserted vide errata dated 18.04.01

^{20C} Inserted vide errata dated 18.04.01

²¹ Substituted for "recruited" vide errata dt. 18.04.01

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 [®] 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.

²²“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.

²²The 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.

23. 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.

²² Added vide Notification F.7(2)DOP/A-2/2005, dt. 21.01.06

²³ **Substituted for 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 dt. 23.09.08

[®] existing expression Lower Division Clerks the expression Clerk Grade II substituted vide Notification Dated 30.09.2014 w.e.f. 01.07.2013

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 fulfils 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 upto 6 months from the date of the recommendations of the original list.
- ^{23A}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.
28. **Retotalling of marks:-** (1) The commission may order re-totalling 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 retotalling 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.

^{23A} Substituted for- Provided further that the Commission shall not recommend any candidate for the post of lower Division Clerks 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 dated 05.07.10

@ existing expression Lower Division Clerks the expression Clerk Grade II substituted vide Notification Dated 30.09.2014 w.e.f. 01.07.2013

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. ²⁴28 of 1961).

- ²⁵(4) No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

Provided 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 1st June, 2002 does not increases.

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.

²⁶Provided 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 Dependants of Deceased Government Servants Rules, 1996.

^{XX} 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.

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.

²⁴ Substituted for “20” vide errata dt. 18.04.01

²⁵ Substituted for “No Candidate shall be eligible for appointment to the service who has more than two children on or after 01.06.02

Provide 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 dt. 08.04.03 w.e.f. 20.06.01

²⁶ Added vide notification dt. 29-10-05

^{XX} Proviso also added vide notification dated 24.02.11

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.

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 | Chairman |
| | Or a member thereof nominated by him | |
| (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.

²⁷(1A) No person shall be consider for promotion for 5 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.

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 1st 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.

^{XX} 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.

²⁷ Added vide Notification No. F.7(1)DOP/A-2/95 dated 20.06.2001

^{XX} Proviso also added vide Notification dated 24.02.11

²⁸(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 as under:-

(i) Number of Vacancies Number of eligible persons to be considered

(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.

(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 ²⁹seven 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 ³⁰in the category of posts from which selection is made.

²⁸ 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 dt. 17-02-04

²⁹ Substituted for ”Five” Vide notification dated 07-04-03

³⁰ Substituted for- “on” Vide notification dated 17-12-04

- (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 ³¹Record of all the candidate include in the lists as also of those not selected, if any.
- (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 ³²has 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.
- (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 may be.

³¹ Corrected word- “Records” Vide errata dated 18-04-01

³² Corrected word- “Was” vide errata dated 18-04-01

- (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.
34. ³³**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 can not 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.
- (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. ³⁴**Seniority:-** Seniority of persons appointed to the post encadred in the service shall be determined from the date of appointment of 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.

³³ 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 dt. 09-02-01

³⁴ Substituted vide notification dt. 10.10.02 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”.

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 below grade.

³⁵(5) Deleted

^{36a}(6) Deleted

^{36b}(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.

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

³⁵ Deleted vide notification dt. 28-12-02 w.e.f. 1-04-97 “(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”

³⁶ Inserted vide notification 28-12-2002

^{36a} (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”. Deleted vide notification dt. 25-01-08 w.e.f. 28-12-02

^{36b} new proviso added vide Notification dated 11.09.11

&& The existing Notification No. F.7(1) DOP/A-II/2002 dt. 28-12-02 and F.7(3)DOP/A-II/2008 dt. 25-04-08 are withdrawn from the date they were issued vide notification dt. 11-09-11

- (38) ³⁷“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.

® 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. ® (*Added Vide Notification Dated 09-09-2015*)

- (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.

(Subs. Vide Notification dated 20-01-2006)

- ³⁸ (3) ** Deleted Vide Notification dated 26-04-2011.

- ³⁹(38-A) Pay during probation:-A probationer trainee appointed to the 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**:- (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 be 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 fulfils 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.
- (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.

³⁷ Substituted vide notification 20.01.06 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.

³⁸ Added vide notification dt. 13.06.08

^{38**} The period spent as probationer trainee shall not be counted for Experience and Eligibility for promotion. (Deleted Vide Notification dated 26-04-2011)

³⁹ Inserted vide Notification dt. 13.06.08

® (*Added Vide Notification Dated 09-09-2015*)

- (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:-

- (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.

40. 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.

⁴⁰Substituted for- 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 give satisfaction , 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 dated 13.06.08

41. **Confirmation:-** A probationer shall be confirmed in his appointment at the end of the period of probation, if:-
- (a) He 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 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.
43. ⁴¹Deleted.
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 disciplinary 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 Regulations.

⁴¹ Deleted vide notification dt. 20.01.06 “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.

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.

Schedule-I

| S.No. | Name of the posts | Source of recruitment with percentage | Minimum qualification and experience for direct recruitment | Post from which promotion is to be made | Minimum qualification and experience for promotion | Remarks |
|-------------------|-----------------------------|--|---|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Group- "A" | | | | | | |
| 1. | & Assistant Section Officer | 100% by promotion | - | © Clerk Grade-I | 5 year's experience on the post mentioned in Column No.5 | |
| 2. | © Clerk Grade-I | 100% by promotion | - | ® Clerk Grade-II | 3 year's experience in case of a Graduate or 5 years experience in case of others on the post mentioned in Column No. 5 | |
| 3. | ® Clerk Grade-II | 15% by promotion and 85% by direct recruitment | ⁴² “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. or Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. Or Diploma in Computer Science/Computer | Class IV Employees | ⁴³ €€(i) For the post available for promotion upto 31 July 2013 A. Secondary from a recognized Board. and B. Five years' experience on the post mentioned in column number 5. (ii) For the post available for promotion after 31 July 2013 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, or | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | <p>Applications of a University established by law in India or of an institution recognized by the Government.</p> <p>Or</p> <p>Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.</p> <p>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.</p> | | <p>Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.</p> <p>Or</p> <p>Diploma in Computer Science/Computer Applications from a University established by law in India or from an institution recognized by the Government.</p> <p>Or</p> <p>Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.</p> <p>Or</p> <p>Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p> <p>And</p> <p>C. Five years' experience on the post mentioned in column number 5.</p> | |
|--|--|--|--|--|--|--|

& The existing expression “Assistant” the expression “Assistant Section Officer” Substituted vide Notification dated 27-05-2011

⁴² 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 dated 05-07-10

⁴³ “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 dated 05-07-10

© ® existing expression Lower Division Clerks/Upper Division Clerks the expression Clerk Grade II / Clerk Grade I substituted vide Notification Dated 30.09.2014 w.e.f. 01.07.2013

€€ 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,

or

Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.

Or

Diploma in Computer Science/Computer Applications from a University established by law in India or from an institution recognized by the Government.

Or

Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.

Or

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.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------------------|-----------------------------------|---|---|------------------------|--|---|
| Group – “B” | | | | | | |
| 1. | § Additional Private Secretary | 100% by promotion | - | Personal; Assistant | 5 year’s experience on the post mentioned in Column No.5 | |
| 2. | Personal Assistant | 100% promotion | - | Stenographer | 5 year’s experience on the post mentioned in Column No. 5. | |
| 3. | Stenographer | 100% by direct recruitment through competitive examination | ⁴⁴ “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. Computer Operator & Programming Assistant (COPA) /Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | <p>Scheme. Or Diploma in Computer Science/Computer Applications from a University established by law in India or from an institution recognized by the Government. Or Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.</p> | | | |
|--|--|--|--|--|--|--|

§ The existing expression “Senior Personal Assistant” the expression “Additional Private Secretary” substituted vide Government Notification dated 15-02.13

⁴⁴ 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 dated 05-07-10

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------------------|------------|--|--|---------------------------------|---|---|
| Group – “C” | | | | | | |
| 1. | Librarian | 100% by direct-recruitment | Graduate with Degree or Diploma in Library Science and 7 year's experience as Librarian | - | - | - |
| 2. | Driver | 90% by Direct-recruitment and 10% by promotion | Educated upto VIII Class with heavy or light Duty Driving, Licence and 3 years experience as a Driver and must also posses the following:- (i) Weight not more than 65 kg. (ii) Sight 6 X 6 with or without glasses. (iii) Knowledge of roadside repairs & efficiency in Driving to be examined through a Trade Test by the Appointing Authority. | Members of the Class IV service | Educated upto VIII Class with heavy or light Duty Driving Linence and 3 year's experience as a Driver and must also possess the following: (i) Weight not more than 65 kg. (ii) Sight 6 X 6 with or without glasses. (iii) Knowledge of roadside repair & efficiency in Driving to be examined through a Trade Test by the Appointing Authority. | |
| 3. | Cataloguer | 100% by Direct-recruitment | (1) Must have passed Secondary Examination from a recognized board. (2) Certificate in Library Science from a University establishment by law in India. | | | |

SCHEDULE – II
PART – 1 – A
SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION
FOR THE POST OF STENOGRAPHER

⁴⁵**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 | | |
| (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:

- (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 deem 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) 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.
- (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.

⁴⁵Substituted for- Scheme of Examination (1) The Competitive Examination shall include the following papers shall carry the number of marks as shown against it.

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

- 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.
- 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.
- 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.
- The candidates will bring their own pen, pencil and type writer for typing test.
- The Commission may issue instructions to Examiners to make deduction in the marks assigned to candidates on account of bad handwriting.
- 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 option paper.
- It is obligatory for a candidate to appear in all the papers.

(substituted vide notification dated 05.07.10)

PART –II
SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION
FOR THE POST OF ® CLERK GRADE-II

⁴⁶**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 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 |
| (II) 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.
- (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.
- (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.”

⁴⁶Substituted 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.

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

Optional:-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 |

(i) For Physically handicapped candidates:-

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

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

(Substituted vide Notification dated 05.07.10)

@ for the existing expression 2013 **LOWER DIVISION CLERKS** the expression **CLERK GRADE-II** substituted vide Notification Dated 30.09.2014 w.e.f. 01.07.2013

By order and in the name of the Governor,

Sd/-

Deputy Secretary to the Government