



राजस्थान राज्य लोक प्रशासनिक संस्थान सेवा नियम, 1990

(दिनांक 30.11.2022 तक संशोधित)

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

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GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(Department of Personnel-A-II)

No. F. 1(1)DOP/A-II/88

Jaipur, dated 16-3-1990

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules regulating the recruitment to posts in and conditions of service of persons appointed to the Rajasthan State #“Institute” of Public Administration Service, namely:-

**THE RAJASTHAN STATE INSTITUTE OF PUBLIC
ADMINISTRATION SERVICE RULES, 1990**

Part-I General

1. Short title and commencement:-(1) These rules may be called the Rajasthan State Institute of Public Administration Service Rules, 1990.

(2) They shall come into force from the date of their publication in the Rajasthan Rajpatra.

2. Definitions:- In these rules unless the context otherwise requires:-

- (a) “**Appointing Authority**” means the Government of Rajasthan;
- (b) “**Commission**” means the Rajasthan Public Service Commission;
- (c) “**Committee**” means the Committee referred to in rule 9;
- (d) “**Government**” means the Government of Rajasthan;
- (e) @“**Member of Service**” means a person appointed to a post in the service on the basis of regular selection under provisions of these rules or the rules or orders superseded by these rules;
- (f) “**Schedule**” means the Schedule appended to these rules;
- (g) “**Service**” means the Rajasthan State Institute of Public Administration Service;
- (h) “**Substantive Appointment**” means an appointment made under the provisions of these rules to a substantive vacancy after due selection by the method of recruitment prescribed under these rules and includes an appointment of probation or as a probationer followed by confirmation on the completion of the probationary period.

Substituted for “Institution” vide Corrigendum No. F. 1(1)DOP/A-II/88 dated 8-01-1991.

@ Substituted for “Member of Service” means a person appointed in a substantive capacity to a post in the service under provisions of these rules or the rules or orders superseded by rule 21 and includes a person placed on probation.” vide Notification No. F. 7(1) DOP/A-II/96 dated 10.10 2002:

NOTES: Due selection by the method of recruitment prescribed under these rules will include recruitment either on 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 an urgent temporary appointment.

- (i) “**Service**” or “**Experience**” wherever prescribed in these rules as a condition for promotion from one service to another or within the service from one category to another or within the service from one category to another to senior posts in the case of a person holding ***“a”** lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with Rules promulgated under proviso to Article 309 of the Constitution of India.

NOTE: Absence during service *e.g.* training, leave and deputation etc. which are treated as duty under the Rajasthan Service Rules, 1951 shall also be counted as service for computing experience of service required for promotion.

- (j) “**State**” means the State of Rajasthan; and
(k) “**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, 1951 (Rajasthan Act No. VIII of 1955) shall apply for the interpretation of these rules as it applies for the interpretation of Rajasthan Act.

Part-II - Cadre

- 4. Composition and strength of the Service:-** (1) The nature of posts included in each category of the service, shall be as specified in column 2 of the Schedule.

- (2) The strength of posts in each category shall be such as may be determined by the Government, from time to time.

provided that the Government, may:-

- (a) create any post permanent or temporary from time to time as may be found necessary and may abolish any such posts in the like manner without thereby entitling any person to any compensation; and

* Substituted for “in” vide Corrigendum No. F. 1(1)DOP/A-II/88 dated 8-01-1991.

- (b) leave unfilled or held in abeyance or abolish or allow to lapse any post, permanent or temporary from time to time, without hereby entitling any person to any compensation.

5. Constitution of Service:- (1) The service shall consist of-

- (a) all persons holding substantively the posts specified in the schedule;
- (b) all persons recruited to the posts included in the service before the commencement of these rules;
- [%](c) all persons recruited to the service in accordance with the provisions of these rules except those appointed on an urgent temporary basis under rule 11.

Part-III Recruitment

6. Methods of recruitment:- (1) Recruitment to the posts in the service after the commencement of these rules shall be made by promotion in accordance with Part-IV of these rules in the proportion indicated in column 4 of Schedule:

Provided that if the Government is satisfied in consultation with the Commission that suitable persons are not available for appointment by the above method of recruitment in a particular year, appointment by transfer of suitable persons working in other department of identical post may be made till suitable persons are available for promotion.

- (2) Notwithstanding anything contained in these rules recruitment, appointment, 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.

7. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes:-

(1) Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes 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) Act, 2008” at the time of recruitment i.e. by direct recruitment and or by promotion.

[%] Added vide Corrigendum No. F. 1(1)DOP/A-II/88 dated 8-01-1991.

[&] Substituted for “order of the government for such reservation in force” vide Notification No. F. 7(8)DOP/A-II/2008 dated 28-08-2009

- (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 candidates who are members of the Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared by the Commission for the posts falling in its purview in respect of direct recruitment and by Committee in respect of promotion irrespective of their relative rank as compared with other candidates.
- ^(4) "Appointments 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 or 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 carry 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:

^ Substituted for *"(4) Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst the Scheduled castes and the scheduled tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable scheduled castes and the Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for scheduled castes and the schedules 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 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 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." vide Notification No. F. 7(1)DOP/A-II/2008 dated 17.01.2013.

* Substituted for "(4) Appointments 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 Scheduled Castes and Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure, and an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total, and thereafter such reservation would lapse.

Provided that there shall be no carry forward of the vacancies in posts or class/category/group of the posts in any cadre of Service to which promotions are made on the basis of a merit alone, under these Rules." vide Notification No. F. 7(4)DOP/A-II/2002 Dated 10.10.2002.

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 Scheduled Tribes, as the case may be, for which such vacancy is available in subsequent years.

- (4B) In the event of non-availability of the eligible and suitable candidates for promotion amongst the Scheduled Castes or 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 Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for the 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 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 the Scheduled Castes or 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 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.”

- 8. Determination of vacancies:-** (1) (a) Subject to the provisions of these rules the Appointing Authority shall determine as soon as possible after 1st April every year, the actual number of vacancies occurring as on 1st April and also vacancies anticipated 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.
- (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

Part-IV Procedure for recruitment by promotion

- %9. Criteria, Eligibility and Procedure for promotion:-** (1) As soon as the Appointing Authority determines the number of vacancies under rule regarding

% Substituted for “9.Criteria, Eligibility and Procedure for promotion:- (1) As soon as the Appointing Authority determines the number of vacancies under rule 8 and decides 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 of the senior most persons who are eligible and qualified under the rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

determination of vacancies of these rules and decides that a certain number of posts are required to be filled in by promotion, it shall subject to provisions of sub-rule (6), prepare a correct and complete list of the senior most persons who are

@“(1A) No person shall be considered for promotion for Five 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 of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

@ Added vide Notification No. F. 7(1)DOP A-II/95 dated 20-06-2001.

(2) The persons shall be eligible for promotion to posts subject to their possessing minimum qualifications, and experience on the first day of the month of April of the years of selection.

(3) Selection for promotion in the regular line of promotion from the post/posts not included in Service to the lowest post or category of posts in the service shall be made strictly on the basis of merit and on the basis of seniority cum-merit in the proportion 50-50.

Provided that, if the Committee is satisfied that suitable persons are not available for selection by promotion on the basis of seniority-cum-merit may be made in the same manner as specified in these rules.

Explanation- If in the service, in any category of posts number of posts available for promotion is an odd number then for purpose of determining the vacancies for selection by promotion on the basis of seniority-cum-merit and merit in the proportion of 50-50 the following cycle order shall be followed:

The first vacancy by seniority-cum merit, the subsequent vacancy by merit. The cycle to be continued.

(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 five 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 consisting of Chairman or a member of the Commission as Chairman, the Secretary to Government in the HCM RIPA Department; the Special Secretary to the Government in the Department of Personnel (Rules) or his representative not below the rank of Deputy Secretary in the Department of Personnel (Rules) as Member and the Director in the HCM RIPA Department, as Member-Secretary 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 shall prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit and/or on the basis of merit as the case may be, as per the criteria for promotion laid down in these rules equal to the number of vacancies determined under rule 8. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, shall be arranged in the order of seniority on the category of posts from which selection is made.

(b) The committee shall also prepare a separate list on the basis of seniority-cum-merit and/or on the basis of merit, containing the 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-cum-merit and/or on the basis of merit shall be arranged in the order of seniority in the category of posts from which promotion shall be made. Such a list shall be reviewed and revised by the Departmental Promotion Committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the next year or till the Departmental Promotion Committee meets whichever is earlier.

(c) Such lists shall be sent to the concerned Appointing Authority together with the Annual Confidential Reports/Annual Performance Appraisal Reports and other service record of all the candidates included in the list as also of those not selected, it may:

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

eligible and qualified under the rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

- (2) The persons enumerated in the relevant column regarding post from which promotion is to be made, of the relevant Schedule against them in column 2 thereof to the extent indicated in column 3 subject to their possessing minimum qualifications and experience on the first day of the month of April of the year of selection as specified in the relevant column regarding minimum qualifications and experience for promotion.
- (3) No person shall be considered for promotion in the service unless he is regularly selected on the post from which promotion is to be made 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.

Explanation:- For the purpose of selection for promotion on the basis of merit, officers with “Outstanding” or consistently “very Good” record shall only be selected and their names arranged in order of seniority.

(6) If in any subsequent year, after promulgation of these rules, vacancies, relating to any earlier years are determined under sub-rule (2) of Rule 8 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 promotions 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 has not actually performed the duties of the post of to which he would have been promoted shall be counted. 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) Where consultation with the Commission is necessary the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority for their concurrence.

(8) The Commission shall consider the lists prepared by the Committee along with other relevant documents received from the Appointing Authority and, unless any change is considered necessary, shall approve the lists. In case the Commission considers it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the commission, if any, the Appointing Authority may, approve the lists finally with such modifications as may in its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the list approved by the Commission shall be disturbed only with the approval of the Government.

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

(10) The Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceedings are under progress, at the time, promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.” vide Notification No. F. 7(5)DOP/A-II/2002 dated 23.07.2003.

- (4) No person shall be considered for promotion for &“three recruitment years” from the date on which his promotion becomes due, if he/she has more than two children on or after 1st June 2002.

Provided that-

- (i) the persons 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.
- (ii) where a Government servant has only one child from the earlier delivery but more than one child are born out of a singly subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.
- %(iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted. w.e.f. 01.06.2002.
- @(iv) any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not be deemed to be disqualified with effect from 01.06.2002, if any child is born out of single delivery from such remarriage.
- (5) Selection for promotion on the post included in the service shall be made on the basis of seniority-cum-merit.

Provided that promotion on the highest posts in the state service if it is at least third promotion shall be made on the basis of merit alone.

Provided further that if the Committee is satisfied that suitable persons are not available for selection by promotion to the highest post(s) strictly on the basis of merit in a particular year, selection by promotion to the highest post(s) on the basis of seniority-cum-merit may be made in the same manner as specified in these rules.

- (6) 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.

& Substituted for “Five recruitment years” vide Notification No F. 7(1)DOP/A-II/95 Pt. III dated 19-09-2017 w.e.f. 01.04.2017.

% Added vide Notification No. F. 7(1)DOP/A-II/95/Pt. II, dated 24-02-2011. w.e.f. from 01-06-2002 vide Notification dated 3.07.2019.

@ Added vide Notification No F. 7(1)DOP/A-II/95 Pt. II dated 18-08-2020

- (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 up to seven times the number of vacancies and the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.
- (iv) For any post in the Service:
 - (a) If promotion is from more than one category of posts in the same pay scale, eligible persons up to two in number from each category of posts in the same pay scale shall be considered for promotion.
 - (b) If promotion is from more than one category of posts carrying different pay scales, eligible persons in the higher pay scales shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit or seniority cum merit, as the case may be, in the higher pay scale than only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all.
- (7) Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, constitution of the committee and procedure for selection shall be the same as prescribed elsewhere in these rules.
- (8) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of post(s) concerned under these rules and shall prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules equal to the number of vacancies determined under these rules. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, shall be arranged in the order of seniority on the category of post(s) from which selection is made.
- (9) The committee may also prepare a list on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, containing the names of persons not exceeding the number of persons selected in the list prepared under sub-rule (8) above to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis of seniority-cum-merit or on the basis of merit shall be arranged in the order of seniority in the category of posts from which promotion 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 Committee is held.
- (10) Lists prepared under sub-rule (8) and (9) shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance

Appraisal Reports and other Service Records of all the candidates included in the List as also of those not selected, if any.

Explanation:- For the purpose of selection for promotion on the basis of merit, no person shall be selected, if he does not have “Outstanding” or “Very Good” record of at least four out of seven years preceding the year for which the meeting of the Committee is held.

- (11) If in any subsequent year, after promulgation of these rules, vacancies relating to any earlier years are determined under these rules which were required to be filled by promotion, the 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 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 has not actually performed the duties of the post to which he would have been promoted shall be counted. The pay of a person who has been so promoted shall be refixed at the pay which he would have derived at the time of his promotion, but no arrears of pay shall be allowed to him.
- (12) The Government or the Appointing Authority may order for the review of the proceedings of the Committee held earlier on account of some mistake or error substantially affecting the decision of the 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 concurrence of the Department of Personnel and the Commission (where Commission is associated) shall always be obtained before holding the meeting of the review committee.
- (13) Where consultation with the Commission is necessary the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority along with the Personal Files and Annual Confidential Rolls/Annual Performance Appraisal Reports of all the persons whose names have been considered by the Committee.
- (14) The Commission shall consider the lists prepared by the Committee along with other relevant documents received from the Appointing Authority and, unless any change is considered necessary, shall approve the lists. In case the Commission consider it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may in its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the list

approved by the Commission shall be disturbed only with the approval of the Government.

- (15) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (14) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised or remained in force, as the case may be.
- (16) The Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceedings are under progress, at the time, promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.
- (17) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these rules.
- @9A. 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 recommendation 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 the seniority-cum-eligibility list to be placed before the Departmental Promotion Committee for subsequent two recruitment years.

Part-V-Appointments, Seniority, Probations and Confirmation

- 10. Appointments to the service:-** Appointments to the post in the service by promotion, shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under rule 9.
- 11. Urgent temporary appointment:-** (1) A vacancy in the service which cannot be filled in immediately by promotion under the rules may be filled in by the Appointing Authority by appointing in an officiating capacity there to an officer eligible for appointment to the post by promotion:

Provided that such an appointment will not be continued beyond a period of one year without referring the case to the Commission for concurrence, where such concurrence is necessary, and shall be terminated immediately on its refusal to concur.

[@] Added vide Notification No. F. 7(1)DOP/A-II/98 dated 5.08.1998.

- (2) In the event of non-availability of suitable persons fulfilling the requirements of eligibility for promotion the Government may, notwithstanding the condition of eligibility for promotion required under sub-rule (1) above lay down general instructions for grant of permission to fill the vacancies on urgent temporary basis subject to such conditions and restrictions regarding pay and other allowances as it may direct. Such appointments shall, however, be subject to concurrence of the Commission as required under the said sub-rule (1).

12. Seniority:- %“Seniority of persons appointed to the post encadred in the service shall be determined from the date of appointment, on the post after regular selection in accordance with the provisions of these rules. Appointment on ad hoc or urgent temporary basis shall not be deemed to be appointment after regular selection.”

&Deleted.

#Withdrawn.

\$“Provided That reservation for Scheduled Castes and Scheduled Tribes employees, with consequential seniority, shall continue till the roster points are exhausted, and adequacy of promotion is achieved.

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

% Substituted for “Seniority of persons appointed to the lowest post of the Service or lowest categories of posts in each of the Group/Section of the Service, as the case may be, shall be determined from the date of confirmation of such persons to the said post.” vide Notification No. F. 7(1)DOP/A-II/96 dated 10.10.2002.

& Deleted proviso *“That if a candidate belonging to the Scheduled Castes/Scheduled Tribes 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 Castes/Scheduled Tribes in the immediate higher post/grade.” vide Notification No. F. 7(1)DOP/A-II/2002 dated 28.12.2002.

* Added vide Notification No. F. 7(1)DOP/A-II/96 dated 1.04.1997.

Withdrawn ^μ“(Notification No. F. 7(1)DOP/A-II/2002 dated 28.12.2002) and ^θ(F. 7(3)DOP/A-II/2008 dated 25.04.2008) from the date they were issued” vide Notification No. F. 7(3)DOP/A-II/2008 dated 11.09.2011.

^θ Deleted ^μ“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 Writ Petition (Civil) No. 234/2002 All India Equality Forum v/s Union of India and Others.” vide Notification No. F. 7(3)DOP/A-II/2008, dated 25.04.2008(w.e.f. 28.12.2002)

^μ Inserted vide Notification No. F. 7(1)DOP/A-II/2002 dated 28-12-2002) (w.e.f. 01.04.1997)

^{\$} Added vide Notification No. F. 7(3)DOP/A-II/2008 dated 11.09.2011, w.e.f.1.04.1997.

13. Period of probation:- (1) All persons appointed to the service by promotion against a substantive vacancy, shall be placed on probation for a period of one year:

- (i) 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 probation.
 - (ii) Provided that Such of them as have, previous to their appointment by promotion/special selection or by direct recruitment against a substantive vacancy officiated temporarily on the post is which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their preference in respective quota or reservation in recruitment.
- (2) During the period of probation specified in sub-rule (1) each probationer may be required to pass such Departmental Examination and to undergo such training as the Government may, from time to time, specify.

Explanation:-In case of a person who dies or is due to retire on attaining the age of superannuation the period of probation shall be reduced so as to end one day earlier on the date immediately preceding the date of his death or retirement from Government Service. The condition of passing the Departmental examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.

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

- (i) he/she has worked on the post or higher post under the same Appointing Authority or would have so worked but for his/her deputation or training;
 - (ii) he/she fulfils conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these rules; and
 - (iii) he has been appointed against a substantive vacancy”.
- (2) If an employee referred to in sub-rule (1) above fails to fulfil 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

[%] Substituted for “(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the service temporarily or on officiating basis who, after regular recruitment by promotion under these rules, has not been confirmed, within a period of six months on completion of a period of one year service 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 his deputation or training’
- (ii) he fulfills conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these rules; and
- (iii) permanent vacancy is available in the Department.” vide Notification No. F. 7(1)DOP/A-II/2020 dated 04.02.2022.

Services (Departmental Examinations) Rules, 1959 and any other rules or by one year, whichever is longer. If the employee still fails to fulfil 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 employee 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 of service.
- (4) The reasons for not confirming of any employee referred to in sub-rule (1) above shall be recorded by the Appointing Authority in his Service Book and Annual Performance Appraisal Report.

Explanation:-

- (i) Regular recruitment for the purpose of this rule shall mean:
 - (a) appointment by either method of recruitment or on initial constitution of service in accordance with the rules made under the proviso the Article 309 of the constitution of India;
 - (b) appointment to the posts for which no service rules exist, 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; and,
 - (d) persons who 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 be included 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 in favor of confirmation under this rule and their lien on the previous post shall cease.

#(15) Unsatisfactory progress during probation:- If it appears to the Appointing Authority, at any time, during or at the end of the period of probation, that

Substituted for “(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 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, provided 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 of cases, extend the period of probation of any member of service by a specified period not exceeding two years in 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 or Scheduled Tribes, as the case 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 proviso during the period of probation, if a probationer is

services of a probationer-trainee are not found to be satisfactory, the appointing authority may revert him/her to the post on which on which he/she is regularly selected immediately preceding his/her appointment as probationer trainee or in other cases may discharge or terminate him/her from service. The appointment 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 years".

16. Confirmation:- A person placed on probation under rule 13 shall be confirmed in his appointment at the end of the period of probation if:-

- (a) he has passed the @“departmental” examination and has successfully under-gone such training as is referred to in sub-rule (2) of rule%“13”.
- (b) he has passed a departmental test of proficiency in Hindi; and
- (c) the Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

Part-VI - Pay

17. 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 rule 19 or, as may be sanctioned by the Government from time to time.

18. Increments during probation:- A probationer shall draw increments in the scale of pay admissible to him in accordance with the provisions of the Rajasthan Service Rules, 1951.

19. Regulation of leave, allowance, Pension, Pay etc.:- Except as provided in these rules the pay, allowances, pension, leave and other conditions of the service of the member of the service shall be regulated by:-

- 1) The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950, as amended from time to time
- 2) The Rajasthan Service Rules, 1951, as amended from time to time;
- 3) The Rajasthan Civil Services (Rationalization of Pay Scales) Rules, 1956, as amended from time to time;
- 4) The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended from time to time;

placed under suspension, or disciplinary proceeding re 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 services during or at the end of the period of probation under sub-rule (1) shall not be entitled to any compensation.” vide Notification No. F. 7(2)DOP/A-II/2005 dated 13.06.2008

@ Substituted for “department” vide Corrigendum No. F. 1(1)DOP/A-II/88 dated 8-01-1991.

% Substituted for “15” vide Corrigendum No. F. 1(1)DOP/A-II/88 dated 8-01-1991.

- 5) The Rajasthan Civil Services (Revised Pay Scales) Rules, 1961, as amended from time to time;
- 6) The Rajasthan Civil Services (New Pay Scales) Rules, 1969, as amended from time to time;
- 7) The Rajasthan Travelling Allowance Rules, 1971, as amended from time to time; and
- 8) Any other Rules prescribing general conditions of service made by the appropriate authority under the proviso to Article 309 of the Constitution of India for the time being in force.

20. Removal of doubts: - If any doubt arises relating to the application and scope of these rules, it shall be referred to the Government in the Department of Personnel and Administrative Reforms whose decision thereon shall be final.

21. Repeal and saving: - All rules and orders in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that any action taken under the rules and orders so superseded shall be deemed to have been taken under the provisions of these rules.

%Deleted.

22. Power to relax rules:- In exceptional cases where the Administrative Department of the Government 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 Government is of the opinion that it is necessary or expedient to relax any of the provisions of these rules with respect to age @“or” experience of any persons, it may with the concurrence of the Department of Personnel and Administrative Reforms and in consultation with the Commission by orders dispense with or relax the relevant provisions of these rules 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 favourable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the Administrative Department.

\$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 Department Promotion Committee;

% Deleted “all persons recruited to the service in accordance with the provisions of these rules except those appointed on an urgent temporary basis under rule 11,” vide Corrigendum No. F. 1(1)DOP/A-II/88 dated 8-01-1991.

@ Substituted for “of” vide Corrigendum No. F. 1(1)DOP/A-II/88 dated 8-01-1991.

\$ Added vide Notification No. F. 7(3)DOP/A-II/95 dated 18.02.1998

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

Inserted vide Notification No. F. 7(3)DOP/A-II/95 Pt. dated 18-07-2017.

SCHEDULE

S. No.	Name of the Post	Method of recruitment with percentage		Direct recruitment	Promotion		Remarks
		Direct recruitment	Promotion	Qualification and experience	Post from which to be made	Qualification and experience	
1	2	3	4	5	6	7	8
1.	Librarian	-	100%	-	Deputy Librarian	<p>M. Lib of a University established by law in India with 5 years' experience or the post mentioned in Column No. 6.</p> <p style="text-align: center;">Or</p> <p>B.Lib of a University established by law in India with 10 years' experience or the post mentioned in Column No. 6.</p>	-

By order and in the name of Governor

Sd/-
(T. Srinivasan)
Special Secretary to the Government