



सत्यमेव जयते



# राजस्थान सचिवालय सेवा नियम, 1954

(दिनांक 28.02.2023 तक संशोधित)

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

**[<https://dop.rajasthan.gov.in>]**

**GOVERNMENT OF RAJASTHAN**  
**Appointments (D) Department**

F. No. 13(2)Appts.(A)/53

Jaipur, December 29, 1954

**Notification**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Rajpramukh of Rajasthan makes the following rules regulating recruitment to posts in, and the conditions of service of persons appointed to the Rajasthan Secretariat Service.

**THE RAJASTHAN SECRETARIAT SERVICE RULES, 1954**

**PART- 1**

**General**

**1. Short title and commencement:-** These rules may be called the Rajasthan Secretariat Service Rules, 1954 and shall come into force at once.

**2. Suppression of existing rules and orders:-** All existing rules and orders in relation to matters covered by these Rules <sup>¥</sup>“stand superseded” but any action taken by or in pursuance of such existing rules and orders shall be deemed to have been taken under these Rules and orders shall be deemed to have been taken under these Rules.

**3. Status of the Service:-** The Rajasthan Secretariat Service is a state service.

**4. Definitions:-** In these rules unless there is anything repugnant in the subject or context:-

- (a) “Chief Secretary” means the Chief Secretary to the Government of Rajasthan.
- (b) “Commission” means the Rajasthan Public Service Commission.
- <sup>#</sup>(c) “Government and State” means respectively the Government of Rajasthan and the State of Rajasthan.
- <sup>\*</sup>(d) “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to a post in the service on the basis of regular selection under the provisions of these rules or the rules or orders superseded by these rules.
- (e) “Schedule” means a schedule to these Rules.
- (f) “Service” means the Rajasthan Secretariat Service.
- <sup>1</sup>(g) “Substantive Appointment” means an appointment made under the provisions of these Rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these Rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.

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<sup>¥</sup> Substituted for “are hereby superseded.” vide Notification No. F. 13(2)Appts.(A)/53 dated 14-07-1962.

<sup>#</sup> Substituted for “(c) “Government” means The Government of Rajasthan” vide Notification No. F. 7(10)DOP/A-II/74 dated 10-02-1975.

<sup>\*</sup> Substituted & “(d) Member of the Service” means a person appointed in a substantive capacity to a post in the Service under the provisions of these rules or under rules or orders superseded by Rule 2 and includes a probationer.” vide Notification No. F.7(1)DOP/A-II/96 dated:10.10.2002

<sup>&</sup> Substituted for “(d) “Member of Service” means a person appointed substantively to a post in the service under the provisions of these rules or as Assistant Secretary to Government and Deputy Secretary to the Government under these rules or order suspended by rule 2.” vide Notification No. F. 1(58)DOP/A-IV/73 dated 01-01-1975.

<sup>1</sup> Inserted vide Notification No. F. 7(3)DOP/A-II/73 dated 05-07-1974.

**Note:-** Due Selection by any methods of recruitment prescribed under these Rules will include recruitment either on initial Constitution of Service or in accordance with the provisions any rule Promulgated under Proviso to Article 309 of the constitution of India, except urgent temporary appointment.

€(h) "Service" or "Experience" where over prescribed in these rules as a condition for promotion from one service to another or within the service from one category to another or to senior post, in the case of a person holding a lower post eligible for promotion to higher posts 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:-** (1) 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.

Γ(2) Deleted

<sup>1</sup>(1) "Year" means the financial year.

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

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€ Substituted for €(h) '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 to Senior Post in the case of person holding such post in substantive capacity shall include the period for which the person has continuously work on such post after regular recruitment in accordance with the Rules promulgated under proviso to Article 309 and shall also include the experience gained by officiating, temporary or ad-hoc appointment, if such appointment is in the regular line of promotion and was not of stopgap or fortuitous nature or invalid under any law and does not involve supersession of any senior official, except when such supersession was either due to want of prescribed academic and other qualifications, unfitness or non-selection by merit or the default of the senior official concerned \*or when such ad-hoc or urgent temporary appointment was in accordance with seniority-cum merit."  
Note: Absences during services e.g. training and deputation which are treated as "duty" under the R.S.R., shall also be counted as service for computing minimum experience of service required for promotion." vide Notification No. F. 6(2)DOP/A-II/71 dated 29.08.1982

@ Inserted vide Notification No. F. 6(2)DOP/A-II/71-I dated:09.10.1975.

\* Inserted vide Notification No. F. 6(2)Appts/A-II/71 dated 13-7-1976 (effective from 1<sup>st</sup> day of October, 1975).

<sup>1</sup> Inserted vide Notification No. F. 7(2)DOP/A-II/81 dated: 21.12.1981.

Γ Deleted <sup>θ</sup>(2) when a member of the service or a member of the Rajasthan Secretariat Ministerial Service, holding the post of Private Secretary or Personal Assistant, as the case may be, had been found suitable in the parent cadre for promotion to higher post by the Departmental Promotion Committee or would have been promoted to higher post on urgent temporary basis but is not relieved in public interest the period with effect from the date he is so entitled for promotion or his junior takes charge of such post, whichever is later, shall be counted as service or experience on the post on which he would have been so promoted." vide Notification No. F. 1(7)Karmik/A-II/78 dated: 28.08.1978. Effective from 1.1.1976.

<sup>θ</sup> Added vide Notification No. F. 5(9)DOP/A-II/76 dated: 4.06.1977.

§ Substituted for "Interpretation.- Unless the context otherwise requires, the General Clauses Act, 1897(Central Act No. X of 1897) shall apply for the interpretation of these Rules as it applies forth interpretation of a Central Act." vide Notification No. F. 13(2)Appts.(A)53 dated 31-05-1962.

## PART II - Cadre

**6. Composition and strength of the Service:-** (1) the nature of posts included in the Service shall be as specified below:-

\***(i) Supertime Scale Posts:-**

Senior Deputy Secretary

**(ii) Selection Scale Posts:-**

Deputy Secretary

**(iii) Senior Scale Posts:-**

(a) Assistant Secretary;

(b) Registrar, Government Secretariat;

<sup>0</sup>(c) Deleted.

<sup>1</sup>(d) Private Secretary to Commissioner & Secretary to Government,

<sup>#</sup>(e) Medical Officer,

**(iv) Ordinary Scale Posts:-**

Section Officer

<sup>¥</sup>(2) The strength of posts in each grade shall be such as may be determined by the Government, from time to time;

Provided that Government may:-

(a) Create any post, permanent or temporary, from time to time, as may be found necessary;

(b) leave unfilled or hold in abeyance or abolish any post, permanent or temporary, from time to time, without there by entitling any person to any compensation; and

(c) Fill the posts of Assistant Secretaries up to three by appointing R.A.S. Officers there to;

<sup>\$</sup>Deleted Proviso.

<sup>Γ</sup>**6A. Constitution of Service:-** The service shall consist of,-

(a) all persons holding substantively the posts specified above;

(b) all persons recruited to the Service before the commencement of these rules; and

(c) all persons recruited to the Service in accordance with the provisions of these Rules.

<sup>£</sup> Substituted for "Composition and strength of the Service.- the nature of posts included in the Service shall be as specified below:- Deputy Secretary to Government. Assistant Secretary to Government. Registrar, Government Secretariat. Assistant Legal Draftsman. Section Officer." vide Notification No. F. 2 (19)DOP/A-4/75 dated 01-11-1975.

\* Inserted vide Notification No. F. 1 (10)DOP/A-II/86 dated: 13.08.2013.

<sup>1</sup> Added vide Notification F. 1 (7)DOP/A-4/78, dated 28-08-1978. Effective from dated 14-03-1978.

<sup>#</sup> Inserted vide Notification No. F. 1(10)DOP/A-II/86 dated: 17.01.2012.

<sup>0</sup> Deleted "Assistant Legal Draftsman/ Assistant Legal Remembrancer" vide Notification No. F. 1(10)DOP/A-II/86 dated: 5.01.1987.

<sup>¥</sup> Substituted for "provided that Government may leave unfilled or hold in abeyance or abolish any vacant post without there by entitling any person to compensation or may create additional permanent or temporary posts in the service, from time to time, as may be found necessary vide Notification of even number dated 04.10.1962, which was also Substituted for "provided that Government may leave unfilled or hold in abeyance or abolish any vacant post without there by entitling any person to compensation or may create additional permanent or temporary posts in the service from time to time, as may be found necessary" vide Notification No. F. 13(2)Appts.(A)/53 dated 14.07.1962.

<sup>\$</sup> Deleted <sup>2</sup>provided further that only one post of assistant legal draftsman shall be included in the Service." vide Notification No. F. 1(10)DOP/A-II/86 dated: 5.01.1987.

<sup>2</sup> Added vide Notification No. F. 13 (2) Appts. (A)/53, Pt. IV, dated 31-3-1968 and Corrigendum No. F. 13 (2) Appts. (A-II)/55, Pt. IV, dated 23-7-1968.

<sup>Γ</sup> Inserted vide Notification No. F. 13(2)Appts.(A)53 dated 04-10-1962.

### **PART-III Recruitment**

**17. Source of Recruitment:-** Recruitment to the Service shall be made in the following manner:-

- \* (i) The post of Senior Deputy Secretary shall be filled in by 100% by promotion from Deputy Secretary having experience of 30 years service in all including Secretariat Ministerial Service.
- (ii) To the post of Section Officers from amongst such of the <sup>3</sup>“Assistant Section Officers” in the Secretariat as has experience of working on the post of <sup>4</sup>“Assistant Section Officer” for a period of two years or more.
- (iii) To the post of Private Secretaries to the Commissioner & Secretary to Government from amongst <sup>2</sup>“Additional Private Secretary” of the Secretariat as have experience of working on the post of <sup>2</sup>“Additional Private Secretary” for a period of three years or more.
- <sup>4</sup>(iv) Deleted
- <sup>§</sup>(iv) The post of Medical Officer shall be filled up, from amongst the panel of regularly selected Medical Officers sent by the Medical and Health Department, by a committee constituted under sub-clause (c) of clause (ii) of rule 10.

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<sup>1</sup> Substituted for “<sup>0</sup>7. Source of recruitment.- Recruitment to the Service, shall mode by promotion from amongst such of the Assistants in Secretariat as have experience of working on the post of Assistant for two years or more.”

(i) Provided that recruitment by this method shall be made only after all available persons already approved by the Selection Committee in the process of integration of services of the covenanting. States for appointment to the posts of Assistant Secretaries to Government have been appointed to the Service %“subject to their record of service being found satisfactory in consultation with Commission.”

@ (ii) Provided that an officer substantively appointed as Assistant Secretary to His Highness the Rajpramukh prior to 1st November, 1956, shall also be eligible for appointment to the Service.

£ (iii) <sup>+</sup>“Provided” that recruitment to the post of <sup>&</sup>“Assistant legal Draftsman/Assistant Legal Remembrance” shall be made by promotion of substantive Head Legal Assistant who has put in at least seven years service as Head Legal Assistant inclusive of his service as Legal Assistant.” vide Notification No. F. 1(7) Karmik/A-II/78 dated 28-08-1978. w.e.f. 14.03.1978

<sup>0</sup> Substituted for “7. Sources of recruitment.- Recruitment to the Service after the commencement of these rules, shall be made by promotion of substantive Assistant in the Secretariat.” vide Notification No. F. 2(12) Ka-IV/75, dated 27-10-1976.

% Inserted vide Notification No. F. 13(2) Appts.(A)/56, dated 18-7-1958.

@ Added vide Notification No. F. 13(2)Appts.(A)/53, dated 1-4-1958.

£ Added vide Notification No. F. 13(2) Appts. (C)/53, pt. IV, dated 31-3-1968

<sup>+</sup> Substituted for "Provided further" vide Corrigendum No. F. 13(2)Appts./(A-II)/55, Pt. IV, dated 23-7-1968.

<sup>&</sup> Substituted for "Assistant Legal Draftsman." vide Notification No. F. 2 (19) Karmik/Ka-IV/75, dated 1-11-1975.

<sup>4</sup> Deleted <sup>5</sup>(iii) To the post of Assistant Legal Draftman/Assistant Legal Remembrance by promotion of substantive Head Legal Assistant as have put in at least seven years service as Head Legal Asistant inclusive of his service as Legal Assistant.” vide Notification No. F. 1(10) DOP/A-II/86 dated 5-01-1987.

<sup>5</sup> Added vide Notification No. F. 1(7) Karmik/A-II/78 dated 28-08-1978.

\* Added and renumbered existing clause (i) and (ii) as clause (ii) and (iii), respectively; vide Notification No. F. 1(10)DOP/A-II/86 dated:13.08.2013.

<sup>3</sup> Substituted for “Assistants” vide Notification No. F. 7(2)DOP/A-II/2006 dated: 27.05.2011.

<sup>4</sup> Substituted for “Assistant” vide Notification No. F. 7(2)DOP/A-II/2006 dated: 27.05.2011.

<sup>2</sup> Substituted for <sup>0</sup>“Senior Personal Assistant” vide Notification No.F.7(2)DOP/A-II/2006 dated: 31.08.2012

<sup>0</sup> Substituted for “Selection Grade Stenographers” or “Selection Grade Stenographer”; vide Notification No. F. 7(2)DOP/A-II/2006 dated: 31.08.2012

<sup>§</sup> Added vide Notification No. F. 1(10)Karmik//A-2/86 dated: 17.01.2012.

<sup>§</sup> Deleted.

<sup>#</sup>7A. Deleted.

<sup>1</sup>7B. Notwithstanding anything contained in the 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.

<sup>¥</sup>7C. **Reservation of vacancies for the Scheduled Caste and the Scheduled Tribes:-** (1) Reservation of vacancies for the Scheduled Caste and the Scheduled Tribes shall be in accordance with <sup>δ</sup>“the provisions of the Rajasthan Scheduled Caste, Scheduled Tribes, Backward Classes, Special Backward Classes and Economically Backward Classes (Reservation of seats in Educational Institutions in the state and of Appointment and posts in Service under the state) act, 2008” at the time of promotion.

(2) The vacancies so reserved for promotion shall be filled in by <sup>@</sup>“seniority-cum-merit and merit.”

(3) In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Caste and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared by the Departmental Promotion Committee irrespective of their relative rank as compared with order candidates.

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<sup>§</sup> Deleted “7A. Notwithstanding anything contained in Rule 7, from the year 1959 onwards <sup>0</sup>“two posts of Assistant Secretaries in the Service” shall be reserved for appointment initially by selection from amongst Stenographers of the Secretariat” and renumbered Rule 7B, 7C and 7D as 7A, 7B and 7C respectively; vide Notification No. F. 2(19)Karmik/Ka-iv/75 dated 1-11-1975.

<sup>0</sup> Substituted for “two posts in the Service” vide Notification No. F. 3(16)Appts./D/59 dated 27-06-1972.

<sup>#</sup> Deleted “7A. Notwithstanding anything contained in Rule 7 <sup>2</sup>“six” posts of Section Officers shall be reserved for appointment from amongst Selection Grade Stenographers of Secretariat <sup>3</sup>“with at least 2 years of service as Selection Grade Stenographer” and such of the <sup>4</sup>“Selection Grade Stenographer and/or” Senior Grade Stenographer of the Secretariat as have experience of working as Stenographers for ten years or more. <sup>5</sup>“deleted”

<sup>0</sup>“As soon as it is decided that the posts of the Section Officers are to be filled by promotion under rule 7 and under this rule during the same year, the interlaced seniority of Assistants and Selection Sale and Senior Stenographers who are eligible for promotion shall be determined in the following manner:-

(i) Selection Grade Stenographer shall be placed on block above the Assistants.

(ii) The interlaced seniority of Assistants and Senior Grade Stenographers shall be determined on the basis of length of continuous officiation as such followed by regular selection. In case of an Assistant and Senior Grade Stenographer having equal length of continuous service, the Senior Grade Stenographer shall rank senior to the Assistant.”

\*The seniority the assigned shall be regarded as the inter seniority of eligible persons in the next below grade for the post of determination of their seniority under rule 13 with explanation below sub-rule (8) of rule 11-B. on appointment to the Service.” vide Notification No. F. 1(7)Karmik/A-II/78 dated 28-08-1978.

<sup>2</sup> Substituted for “four” vide Notification No. F. 2 (19) Karmik (Ka-IV)/75, dated 1-11-1975.

<sup>3</sup> Inserted vide Notification No. F. 2 (12) Karmik (Ka-IV)/75, dated 27-10-1976.

<sup>4</sup> Inserted vide Notification No. F. 2 (12) Karmik (Ka-IV)/75, dated 27-10-1976.

<sup>5</sup> Deleted “including the Service as Selection Grade Stenographer” vide Notification No. F. 2(12)Karmik(Ka-IV)/75, dated 27-10-1976

<sup>0</sup> Inserted vide Notification No. F. 2 (12) Karmik (Ka-IV)/75, dated 27-10-1976.

\* Added vide Notification No. F. 2 (12) Karmik (Ka-IV)/76, dated 14-6-1978. Effective from 27-10-1976.

<sup>1</sup> Inserted vide Notification No. F. 21(12)Appts.(C)/55 Pt. II, dated 29-08-1973. Effective from 29-10-1963 or from date on which the relevant Rules come into force.

<sup>¥</sup> Substituted for “7C. Reservation of vacancies for Scheduled Castes and Scheduled Tribes.- (1) Reservation of w of Scheduled Castes and Scheduled Tribes shall be in accordance with the orders of the Government for reservation in force at the time of promotion.

(2) In filling the vacancies so reserved, the 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 under these Rules, irrespective of their relative rank as compared with other candidates.” vide Notification No. F. 7(4) DOP/A-II/73, dated 3-10-1973.

<sup>δ</sup> Substituted for “orders of the Government for such reservation in force” vide Notification No. F. 7(8)DOP/A-II/2008, dated 28-08-2009.

<sup>@</sup> Substituted for “merit alone” vide Notification no. F 7(4) DOP/A-II/73 dated 29-01-1981

\*<sup>(4)</sup> 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:

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 or 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 or service to which promotions are made on the basis of merit alone, under these rules.

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\* Substituted for <sup>&</sup>(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 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 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/200/ dated 17-01-2013.

& Substituted for <sup>0</sup>(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 the Scheduled Castes and the Scheduled Tribes, as they caused may be, in a particular year, the vacancies reserved for them shall be filled in accordance with the normal procedure and 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 there after such reservation would lapse. 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." vide Notification No. F. 7(4)DOP/A-II/2002 dated: 10.10.2002.

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

(b) Where a post is to be filled in by 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 appointment of vacancies, determined under clause (a) above, to each such method shall be done maintaining the prescribed proportion for over-all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in 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.

**9. Canvassing.-** No recommendation for recruitment either written or oral other than that required under the rules 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.

#### PART-IV PROCEDURE FOR RECRUITMENT

##### **10. Criteria for Recruitment and procedure for selection:-**

- (i) Recruitment to the Service shall be made in accordance with the procedure prescribed in rule 11-B of these Rules.
- (ii) Selection to the posts of Section Officer and Private Secretaries to Commissioner & Secretary to Government shall be made by committees constituted as under:-

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<sup>0</sup> Substituted for "(4) In the event of non-availability of a sufficient number of the eligible and suitable candidates amongst the Scheduled Castes and Scheduled Tribes in a particular year, vacancies shall be carried forward and shall be filled in accordance with the normal procedure." vide Notification No. F. 7(4)DOP/A-II/73, dated 10-02-1975

<sup>¥</sup> Added <sup>%</sup>"8. Determination of vacancies.-" vide Notification No. F. 7(2) DOP/A-11/81, dated 21-12-1981 w.e.f. 1-4-1981.

<sup>%</sup> Deleted "8. Determination of vacancies.- Subject to the provisions of Rules, Government shall determine from time to time the number of vacancies the Service anticipated during a particular period of recruitment and the number of persons likely to be recruited." vide Notification No. F. 13(2)Appts.(A)/53 dated 14-7-1962.

<sup>@</sup> Substituted for "10. Criteria for recruitment. (1) For purposes of recruitment to the Service a selection on \*seniority-cum merit" shall be made from among a number of <sup>0</sup>"Assistants" equal to three times the number of vacancies likely to be filled during the particular <sup>4</sup>"year" taken in order of their seniority as <sup>0</sup>"Assistants" provided that if all Assistants thus eligible to be considered for recruitment during a particular <sup>4</sup>"year" had already been considered in the proceed selection, as many more <sup>0</sup>"Assistants" as the number of vacancies likely to be filled during that particular <sup>4</sup>"year" next in order seniority, shall also be considered. <sup>§</sup>"on the first day of the month a April of the year of selection."

<sup>£</sup>(2) Deleted." vide Notification No. F. 1(7)DOP/A-II/78, dated 28-08-1978. Effective From dated 14-03-1978.

<sup>0</sup> Substituted for "Superintendents" vide Notification No. F. 1 Karmik (Ka-IV)/73, dated 1-1-1975.

<sup>4</sup> Substituted for "period of recruitment" vide Notification No. F. 13(2)Appts.(A)/53, dated 14-7-1962.

<sup>§</sup> Inserted vide Notification No. F. 1(4) DOP/(A-II/73, dated 13-6-1974.

<sup>£</sup> Deleted "(2). In selecting candidates regard shall also be had their:-

- (i) Knowledge and experience of the working of the Secretariat;
- (ii) Tact and energy;
- (iii) Intelligence and ability to express themselves clearly in English and Hindi;
- (iv) Integrity, and
- (v) Previous record of service." vide Notification No. F. 1(6) Appts (D)/60, dated 14-12-1965



**<sup>1</sup>(A) For the post of Section Officers:-**

1. Chairman of the Commission or a Member thereof nominated by him. Chairman
2. The Chief Secretary or a Secretary to Govt. nominated by the Chief Secretary. Member
- <sup>#</sup>3. Secretary to the Government in the Department of Personnel or his nominee not below the rank of Deputy Secretary to the Government in the Department of Personnel not belonging to Rajasthan Secretary Service. Member Secretary

**<sup>1</sup>(B) For the Post of Private Secretaries:-**

1. Chairman of the Commission or a Member thereof nominated by him. Chairman
2. The Chief Secretary or a Secretary to Govt. nominated by the Chief Secretary. Member
- <sup>#</sup>3. Secretary to the Government in the Department of Personnel or his nominee not below the rank of Deputy Secretary to the Government in the Department of Personnel not belonging to Rajasthan Secretary Service. Member Secretary

**\* (C) For the Post of Medical Officer:-**

1. Principal Secretary, DOP
2. Principal Secretary, Medical & Health

The committee shall consider the panel of regularly selected Medical Officers sent by the Medical and Health Department and select a suitable Medical Officer from the panel. The Medical Officer so selected shall have all the qualifications and eligibility, as prescribed in the Rajasthan Medical and Health Service Rules, 1963 and all the benefits of like pay-revision, ACP, etc. shall be available to him during the holding of post in the Secretariat.

<sup>1</sup> Substituted for “(A) For the post of Section Officers:-

1. Chairman of the Commission or a Member thereof nominated by the Chairman.	Chairman
2. Chief Secretary or a Secretary to Govt. nominated by the Chief Secretary.	Member
3. Special Secretary to Government in the Department of Personnel	Member Secretary

(B) For the Post of Private Secretaries:-

1. Chairman of the Commission or a member thereof nominated by the Chairman.	Chairman
2. Senior-most Secretary to the Govt. available nominated by the Chief Secretary.	Member
3. Special Secretary to Government in the Department of Personnel	Member Secretary

vide Notification No. F. 1(10)DOP/A-II/86 dated 5-01-1987.

<sup>#</sup> Substituted for <sup>δ</sup>“3. Secretary/Special Secretary to the Government in the Department of Personnel” vide Notification F. 7(1)DOP/A-II/94 dated 11-03-1997.

<sup>δ</sup> Substituted for “(A) For the post of Section Officers:-

3. Special Secretary to Govt. (I), Deptt. of Personnel & Adm Reforms or his representative not below the rank of Deputy Secretary to Government in Department of Personnel & Adm. Reforms.	Member
4. Special Secretary to Govt. (II), Deptt. of Personnel & Adm Reforms.	Member Secretary

(B) For the Post of Private Secretaries:-

3. Special Secretary to Govt. (I), Deptt. of Personnel & Adm Reforms or his representative not below the rank of Deputy Secretary to Government in Department of Personnel & Adm. Reforms.	Member
4. Special Secretary to Govt. (II), Deptt. of Personnel & Adm Reforms.	Member Secretary

vide Notification F. 1(10)DOP/A-II/86 dated 19-08-1987.

\* Added vide Notification No. F. 1(10)DOP/A-II/86 dated: 17.01.2012.

#10-A.- No officer shall be considered for promotion unless he is substantively appointed and confirmed on the next lower post, if no officers who have been appointed on such post on officiating basis after selection in accordance with one of the methods of recruitment or under any service Rules promulgated under proviso to Article 309 of the Constitution of India may be considered for promotion on officiating basis only in the order of seniority in which they would have been had they been substantive on the said lower post.

&11. Deleted.

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# Inserted vide Notification No. F. 7(1)DOP/A-II/74 dated 5-07-1974.

& Deleted <sup>δ</sup>"11. Procedure for selection. (1) As soon as it is decided that certain number of vacancies in the Service (including the la officiating appointments) are likely to be filled during a particular year, the Special Secretary to Government in the <sup>1</sup>"Department of personnel" shall prepare a list of persons not exceeding five times the number of vacancies eligible for such promotion under the proviso of these Rules.

(2) A Committee consisting of the Chairman of the Commission or member thereof nominated by him as Chairman, the Chief Secretary or a Secretary to Government nominated by the Chief Secretary, and Special Secretary to Government shall consider cases of all the candidates included in the list, scrutinizing their personal files and character rolls and interviewing such of them as the Committee may deem necessary and shall select a number of candidates twice the number of vacancies to be filled by promotion. The names of the candidates so selected shall be arranged in order of seniority. If the name of any person, recommended in the previous year, is deleted from the list or a person ignored in the previous year is selected in the subsequent year the reasons for such deletion or addition shall be recorded.

(3) The list prepared by the Committee shall be forwarded to the Commission together with the character rolls and personal files and the statement of particulars of the persons included in the list as well as of those superseded, if any, and the Commission shall be requested to advise on their suitability for promotion to the Service.

(4) The Commission shall select from among them a number of candidates equal to the number of vacancies in the Service to be filled by promotion and shall arrange their names in the list in the order of seniority. The names of the candidates selected by the Commission shall be reported to the Government for final selection.

(5) The final selection shall be made by Government and a list of candidates considered suitable for promotion shall be arranged in the order of their seniority as <sup>2</sup>"Assistants"." vide Notification No. F. 1(7)Karmik/A-II/78, dated 28-8-1978. (w.e.f. 14-3-1978.)

δ Substituted for "11. Procedure for selection.- (1) As soon as it is decided certain number of vacancies In the Service will be filled the Special Secretaries Government in the Appointments Department shall prepare a list of all the p eligible for such promotion under the provisions of these Rules together w statement of particulars in the form prescribed in Schedule II, of each candidate included in the list and shall submit it to the Chief Secretary, together with the rector rolls and the personal files of the persons included in the list.

(2) The Chief Secretary shall consider the cases of all the persons included in the list interviewing such of them as he may deem necessary and shall, subject to suitability select a number of candidates twice the number of vacancies likely to be filled by promotion. The names of the candidates so selected shall be arranged in list in order of seniority.

(3) The list prepared by the Chief Secretary shall with the approval of Government be forwarded by the Chief Secretary to the Commission together with the charter rolls, the personal files and the statements of particulars of the persons included in the list and the Commission shall be requested to advise as to their suitability for promotion to the Service.

(4) The Commission shall consider the candidates in the same order in which they have been placed in the list and shall select from among them as many as the number of vacancies to be filled. The names of the candidates approved by the Commission shall be reported to Government for final selection.

(5) The final selection shall be made by Government and a list of candidates considered suitable for promotion shall be arranged in the order of their seniority as superintendents." vide Notification No. F. 13(2)Appts.(A)/53 dated 14-7-1962.

<sup>1</sup> Substituted for "Appointments Department" vide Notification No. F. 1(13)DOP/(A-II/72-1, dated 3-1-1973. w.e.f. 17-07-1972.

<sup>2</sup> Substituted for "Section Officers and Head Translator" vide Notification No. F. 1 (58) Karmik (Ka-IV)/73, dated 1-1-1975.

~~§11A.~~ Deleted.

~~£11-A.~~ Deleted.

~~Ω11-AA.~~ Deleted.

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<sup>§</sup> Deleted “11A. (1) Notwithstanding anything contained in rules 10 and 11, <sup>1</sup>“recruitment to the two posts of Assistant Secretaries in the Service” from amongst the Stenographers in accordance with rule 7A will initially be made from amongst:-

- (i) All Stenographers Grade I;
  - (ii) Stenographers Grade II, who have put in 10 years’ service as Stenographer and
  - (iii) Stenographers Grade III who have put in 15 years’ service as Stenographer
- (2) The selection shall be made on the basis of seniority-cum-merit, by selection Committee consisting of the following:-

(i) Chairman of the Rajasthan Public Service Commission or a Member nominated by the Chairman	Chairman
(ii) One Secretary or Addl. Secretary to the Government to be Nominated by the Chief Secretary	Member
(iii) Special Secretary to the Government in the Department of Personnel	Member-Secretary

(3) The Selection Committee will examine the records of all eligible Stenographers, interviewing such of them as it may consider necessary and select a post of Stenographers twice the number of vacancies likely to be filled, and arrange the names in order of seniority. The list so prepared shall after examination by Government be forwarded to the Commission together with the Character Rolla other relevant records relating to the officials include in the list. The Commission shall consider the candidates in the same order in which they have been placed in the list and shall select from among them as many candidates as the number vacancies to be filled. The names of candidates approved by the Commission be reported to Government for final selection.

(4) Subsequent to the initial recruitment of Stenographers <sup>2</sup>“to the two posts of Assistant Secretaries in the Service” vacancy, resulting in the posts may be filled up from Section Officers appointed from amongst Stenographers mentioned in sub-rule (6) of rule 25, of the Rajasthan Secretariat Ministerial Staff Rules, 1956 and the procedure laid down in sub-rules (1) to (5) of rule 11 of Rajasthan Secretariat Service Rules, 1954 shall be followed. If no such Section Officer is available for promotion, the vacancy may be filled from the Stenographers mentioned in rule 11-A (1) to the Rajasthan Secretariat Service Rules and in that case the procedure laid down in sub-rules (1) to (5) of rule 11-A of the Rajasthan Secretariat Service Rules, 1954 shall be followed” and the existing rules 11-AA and 11-AAA renumbered as rules 11-A and 11-AA” vide Notification No. F. 2 (19) Karmik/(Ka-IV)/75, dated 1-11-1975.

<sup>1</sup> Substituted for “recruitment to the service” vide Notification No. F. 3(16)Appts.(D)/59, dated 27-06-1972.

<sup>2</sup> Substituted for “to the service” vide Notification No. F. 3(16)Appts.(D)/59, dated 27-06-1972.

<sup>£</sup> Deleted <sup>@</sup>“11-A. The procedure prescribed in rule 11 shall also apply selection against the post reserved for Stenographers under rule The list of candidate selected against these reserved vacancies shall, however, be prepared separately.” vide Notification No. F. 1(7)Karmik/A-II/78, dated 28-8-1978. Effective from dated 14-3-1978.

<sup>@</sup> Inserted vide Notification No. F. 1 (53) Karmik (Ka-IV)/73, dated 1-1-1975.

<sup>Ω</sup> Deleted <sup>3</sup>“11AA. Recruitment to the post of Assistant Legal Draftsman Assistant Legal Remembrancer.- (1) Notwithstanding anything contained in rules 10 and 11, recruitment to the post of Assistant Legal Draftsman/Assistant Legal Remembrancer shall be made by Government by promotion of Head Legal Assistant on the basis of the recommendation of the Committee consisting of the following:-

(i) Chairman of the Rajasthan Public Service Commission or a Member nominated by the Chairman	Chairman
(ii) Secretary to the Government in the Law Department	Member
(iii) Special Secretary to the Government in the Department of Personnel	Member-Secretary

vide Notification No. F. 1(10)DOP/A-II/86, dated 5-1-1987.

<sup>3</sup> Added vide Notification No. F. 13(2)Appts.(C)/53, dated 31-03-1968.

<sup>r</sup> **11-B. Criteria, Eligibility and Procedure for Promotion:-** (1) As soon as the Appointing Authority determines the number of vacancies under rule regarding 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 the provisions of sub-rule (6), prepare a correct and complete list of the senior most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

<sup>r</sup> <sup>x</sup> Substituted for "11-B.- Revised Criteria, Eligibility and Procedure for Promotion to Junior, Senior and other posts encadred in the Service:- (1) As soon as the Appointing Authority determines the number of vacancies under rule regarding 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(9), prepare a correct and complete list of the senior-most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

<sup>£</sup> (1A) No person shall be considered 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 of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

<sup>£</sup> Added vide Notification F. 7(1)DOP/A-II/95 dated 20-06-2001

(2) The persons enumerated in Column 5 or the relevant column regarding "post from which promotion is to be made", as the case may be, of the relevant Schedule shall be eligible for promotion to posts specified 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 Column 6 or in the relevant Column regarding "minimum qualification and experience for promotion", as the case may be.

<sup>a</sup> "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, shall also be eligible if they fulfill other conditions of eligibility."

<sup>a</sup> Added vide Notification No.F.7(8)DOP/A-II/78 dated 13-05-1980

<sup>b</sup> (3) 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 promotions 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."

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.

<sup>b</sup> Substituted for "(3) No person shall be considered for promotion unless he is substantively appointed and confirmed. If no person substantive in the next lower post is eligible for promotion, persons who have been appointed on such posts on officiating basis after selection in accordance with one of the methods of recruitment or under any Service Rules promulgated under proviso to Article 309 of the Constitution of India, may be considered for promotion on officiating basis only in the order of seniority in which they would have, had they been substantive on the said lower post." vide Notification No. F. 7(8)DOP/A-II/78 dated 20.07.1979

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

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

(5) Subject to the provisions of sub rule (7), selection for promotion from the lowest post or category of post in the State Service to the next higher post or category of post in the State Service and for all posts in the Subordinate Services and in the Ministerial Services shall be made strictly on the basis of Seniority-cum-merit from amongst the persons who have passed the qualifying examination, if any, prescribed under these rules, and have put in at least five years' service, unless a different period is prescribed elsewhere in these rules, 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;

\* Deleted Proviso

(6) Selection for promotion to all other higher posts or higher categories of posts in the State Service shall be made on the basis of merit and on the basis of seniority-cum-merit in the proportion of 50:50:

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

\* Deleted "Provided that in the event of non-availability of the persons with the requisite period of service of five years, the committee may consider the persons having less than the prescribed period of service, if they fulfill the qualifications and other conditions for promotion prescribed elsewhere in these rules, and are found otherwise suitable for promotion on the basis of seniority-cum-merit." vide Notification No. F. 7(3)DOP/A-II/95 dated 18-02-1998.

(2) The persons enumerated in the relevant column regarding post from which promotion is to be made, of the relevant Schedule shall be eligible for promotion to posts specified 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 qualification and experience for promotion.

<sup>c</sup> "Explanation :- If in a service, in any category of post, 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 cyclic order shall be followed :

The first vacancy by seniority-cum-merit;  
The subsequent vacancy by merit;  
The cycle to be repeated."

<sup>c</sup> Added vide Notification No.F.7(10)DOP/A-II/77 dated 17-08-1978(effective from 12-05-1978)

<sup>d</sup> "(7) Selection for promotion to the highest post/ posts in the State Service shall always be made on the basis of merit alone:

Provided that:-

(a) in a Service or Groups or Sections thereunder, where there are only two scales e.g. junior scale or senior scale and there is only one promotion then promotion shall be made on the basis of seniority-cum-merit alone:

(b) in a Service or Groups or Sections thereunder, where there are three scales e.g. junior scale, senior scale and selection scale and there are two promotions then promotion shall be as under:-

(i) first promotion on the basis of seniority-cum-merit;

(ii) second promotion on the basis of seniority-cum-merit and merit in the proportion of 50:50;

(c) in Services or Groups or Sections thereunder, where there are more than two promotions then first promotion shall be made on the basis of seniority-cum-merit alone and promotions to subsequent higher posts shall be made on the basis of seniority-cum-merit and merit in the proportion of 50:50 except to the highest post."

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

<sup>d</sup> Substituted for "(7) Selection for promotion to the highest post or highest categories of post in the State Service shall always be made on the basis of merit alone" vide Notification No. F. 7(10)DOP/A-II/77 dated 12-05-1978

<sup>e</sup> Added vide Notification No. F. 7(10)DOP/A-II/77 dated 31-03-1980

<sup>f</sup> (8) Deleted

Explanation:- If any doubt arises about the categorization of the post as the lowest, next higher or highest post in the Service, the matter shall be referred to the Government in the Department of Personnel and Administrative Reforms whose decision thereon shall be final.

<sup>f</sup> Deleted "(8) The persons having been selected and appointed by promotion to a post or category of post on the basis of merit, shall be eligible for promotion to the next higher post or category of post, which is to be filled in by merit, only when they have put in after regular selection, at least five years' service, unless a higher period of service is prescribed elsewhere in these rules, 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:

Provided that the condition of five years' service shall not be applicable to a person if any person junior to him is eligible for consideration for promotion on the basis of merit:

Provided further that in the event of non-availability of persons, equal to the number of vacancies to be filled in, eligible for promotion in the category of posts next lower from which promotion is made, the committee may consider the persons having less than five years' service if they are found otherwise suitable for promotion on the basis of merit alone." vide Notification No. F. 7(6)DOP/A-II/75 dated 15-07-1992.

<sup>g</sup> (9) "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 "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 the highest post in a State Service:-

(a) if promotion is from one category of post, eligible persons upto five in number shall be considered for promotion;

(b) if promotion is from different categories of the posts in the same pay scale, eligible persons upto two in number from each category of posts in the same pay scale shall be considered for promotion;

(c) if promotion is from different categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit in the higher pay scale then 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."

(3) No person shall be considered for first 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.

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<sup>g</sup> Substituted for "(9) (i) "The zone of eligibility for promotion shall be five times the number of vacancies to be filled in on the basis of seniority-cum-merit or merit or by both, as the case may be."

(ii) For the highest post in a "State" Service:-

- (a) if promotion is from one category of post eligible persons upto five in number shall be considered for promotion;
- (b) if promotion is from different categories of posts in the same pay scale, eligible persons upto two in number from each category of posts in the same pay scale shall be considered for promotion;
- (c) if promotion is from different categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable persons is available for promotion on the basis of merit in the higher pay scale then only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on so forth. The zone of consideration for eligibility in this case shall be limited to five senior-most eligible persons in all." vide Notification No. F. 7(1)DOP/A-II/81 dated 06-07-1983 and effect from 01-04-1984 vide even Notification dated 10.05.1984.

<sup>®</sup> Clause (i) of sub-rule (9) substituted for "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) 1 to 5 vacancies    | 4 times of the number of vacancies                          |
| (b) 6 to 10 vacancies   | 3 times, but atleast 20 eligible persons to be considered   |
| (c) Above 10 vacancies  | 2 times, but atleast 30 eligible persons to be considered." |

vide Notification No. F. 7(1)DOP/A-II/81 dated 29-01-1981

<sup>¥</sup> Substituted for "five" vide Notification No. F. 7(1)DOP/A-II/81 dated 07-04-2003.

<sup>¶</sup> Inserted vide Notification No. F. 7(10)DOP/A-II/77 dated 26-09-1978

(10) 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.

<sup>h</sup> "(11)(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 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 relating to "Determination of vacancies" of 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 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, as the case maybe, as per the criteria for promotion laid down in the rules, 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-cum-merit and/or on the basis of merit shall be arranged in the order of the seniority in the category of posts from which selection 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 Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other Service Record of all the candidates included in the lists as also of those not selected, if any."

<sup>I</sup> "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 in at least five out of the 7 years preceding the year for which D.P.C. is held"

<sup>h</sup> Substituted for "(11) 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 % "interviewing such of them as they may deem necessary" and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next twelve months after the determination of vacancies. The committee shall also prepare a separate list containing the names of persons equal to 50% of the persons selected in the aforesaid list or select one more person if the number of vacancies is one only, who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the Committee,

on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is so reviewed and revised. The lists so prepared on the basis of merit and on the basis seniority-cum-merit shall be arranged in the order of seniority on the category of post from which selection is to be made. Such lists shall be sent to the concerned Appointing Authority together with the Annual Confidential Rolls and Personal Files of all the candidates included in them as also those not selected, if any." vide Notification No. F. 7(2)DOP/A-II/81 dated 19-02-1982 w.e.f. 01-04-1981

<sup>%</sup> Inserted vide Notification No. F. 11(1)DOP/A-II/77 dated 20-03-1980

<sup>I</sup> Substituted for "Explanation:- For 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 the order of seniority." vide Notification No. F. 7(10)DOP/A-II/77 dated 30-11-1991

(4) No person shall be considered for promotion \* “three recruitment years” from the date on which his promotion becomes due, if he/she has more than two children on or after 1<sup>st</sup> 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 1<sup>st</sup> 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 single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

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© Substituted for "Explanation:- For the purpose of selection on the basis of merit the list of officers graded as "Outstanding" and "Very Good" shall be classified in the First category in the order of seniority, the officers graded as "Good" shall be classified in the Second category in the order of seniority and the officers graded as "Average" and "Not-Selected" shall be classified in the third category. The officers graded and classified in the second category list shall be placed below the officers graded and classified in the first category list and such officers shall be appointed from this category only if the officers graded and classified in the first category list is exhausted otherwise they shall not be appointed to the service by promotion. The officers graded and classified in the third category list shall not be considered for appointment by promotion." vide Notification No. F. 7(10)DOP/A-II/77 dated 11.04.1979

j (11-A) If in any subsequent year, after promulgation of these rules, 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 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 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."

j Substituted for " (11-A) If in any subsequent year, after promulgation of these rules, vacancies relating to any earlier year are determined under sub-rule(3) of rule mentioned in column 3 of the Schedule which are required to be filled by promotion, the Departmental Promotion Committee shall consider the case 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 rule in force at the time, the meeting of the Departmental Promotion Committee is held. The persons who has been so promoted shall not be entitled to claim any arrears of pay or re-fixation of his pay or to count his service/experience for promotion to higher post for any period during which he has not actually performed the duties of the post to which he has been promoted." vide Notification No. F. 5(3)DOP/A-II/77 dated 18-08-1982.

£ Added vide Notification No. F. 5(3)DOP/A-II/77 dated 06-10-1979

k "(11-B) The Government or the Appointing Authority may order for the review of the proceedings of the D.P.C. 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 D.P.C or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any 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 D.P.C."

k Added vide Notification No. F. 7(1)DOP/A-II/86 dated 14-06-1988

(12) 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 Personnel Files and Annual Confidential rolls of all the persons whose names have been considered by the Committee.

(13) 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 lists approved by the Commission shall be disturbed only with the approval of the Government.

(14) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (13) 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.

\* Substituted for “five recruitment years” vide Notification No. F. 7(1)DOP/A-II/95pt.III, dated 19.09.2017.(w.e.f. 01-04-17)

€ (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)

(15) 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 proceeding is 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.

(16) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these rules." vide Notification No. F. 7(5)DOP/A-II/2002 dated 23.07.2003

x Substituted for "11-B.- Revised Criteria, Eligibility and Procedure for promotion to Junior, Senior and other posts encadred in the Service:- (1) Selection for promotion in the regular line of promotion from the post not included in the service to the lowest post or category of post in the Service shall be made strictly on the basis of merit.

(2) Subject to the provisions of sub-rule(4), selection for promotion from the lowest post or category of post in the Service to the next higher post or category of post in the Service and for all posts upto Scale No.11, sanctioned under the Rajasthan Civil Services (New Pay Scales) Rules, 1969 or equivalent scales as may be declared by the Government from time to time, shall be made solely on the basis of seniority-cum-merit from amongst the persons who have passed the qualifying examination, if any, prescribed under these rules, and have put in at least five years' service, unless a different period is prescribed elsewhere in these rules, 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;

Provided that in the event of non-availability of the persons with the requisite period of service of five years, the Committee may consider the persons having less than the prescribed period of service, if they fulfill the qualifications, experience and other conditions for promotion prescribed elsewhere in these rules and are found otherwise suitable for promotion on the basis of seniority-cum-merit;

Provided further that in respect of posts that included in the State Services in which the methods of recruitment to the lowest post provides for appointment by promotion, and where such posts are required to be filled on the basis of seniority-cum-merit under this sub rule the Committee may select for promotion such persons of outstanding merit available within the zone of consideration, who may not be selected on the basis of seniority-cum-merit, to the extent of one fourth of the number of vacancies to be filled in by promotion and if the number of vacancies exceeds one but is less than four, the Committee may select one person on the basis of merit alone and if the vacancies are more than four and the calculation of the number of vacancies to be filled by merit alone according to the aforesaid basis results in a fraction, the Committee may select one more person against a fraction of half or more. On being so selected, for the purpose of determination of seniority, such persons shall be deemed to have been selected on the basis of seniority-cum-merit.

(3) Selection for promotion to all other higher posts or higher categories of posts in the Service shall be made on the basis of merit alone.

(4) Selection for promotion to the highest post, or highest category of post in the Service shall always be made on the basis of merit alone.

(5) The persons having been selected and appointed by promotion to a post or category of post on the basis of merit, shall be eligible for promotion to the next higher post or category of post, which is to be filled in by merit, only when they have put in after regular selection at least five years' service, unless a higher period of service is prescribed elsewhere in these rules, 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;

Provided that the condition of five years' service shall not be applicable to a person if any person junior to him is eligible for consideration for promotion on the basis of merit;

Provided further that in the event of non-availability of persons, equal to the number of vacancies to be filled in eligible for promotion in the category of posts next lower from which promotion is made, the Committee may consider the persons having less than five years' service if they are found otherwise eligible and suitable for promotion on the basis of merit alone.

Explanation- If any doubt arises about the categorization of the post as the lowest, next higher or highest post in the Service, the matter shall be referred to the Government in the Department of Personnel, whose decision thereon shall be final.

(6) The zone of eligibility for promotion shall be five times the number of vacancies to be filled in on the basis of seniority-cum-merit or merit, as the case may be;

Provided that in case of non-availability of sufficient number of suitable persons for selection on the basis of merit, the Committee may at its discretion consider persons of outstanding merit outside the zone of eligibility but falling within six times the number of vacancies to be filled in on the basis of merit.

(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 posts concerned under these Rules, interviewing such of them as it may deem necessary, and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next twelve months after the determination of vacancies. The Committee shall also prepare a separate list containing names of persons equal to 50% of the persons selected in the aforesaid list or select one more person if the number of vacancies is one only, who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the Committee, on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is so reviewed and revised. The lists so prepared on the basis of merit shall be arranged in order of preference and the list prepared on the basis of seniority-cum-merit shall be arranged in order of seniority on the category of post from which selection has been made. Such lists shall be sent to concerned Appointing Authority together with the Annual Confidential Rolls and Personal Files of the candidates included in them as also of those not selected, if any.

**Explanation-** The list of preference shall classify the officers in order as 'Outstanding', 'Very Good' and 'Good' on the basis of merit. In each class the officers shall maintain their inter-se-seniority of the next below grade.

(9) 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 of the persons whose names have been considered by the Committee.

€ Substituted for b. "Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted." vide Notification No. F. 7(1) DOP/A-II/95/Pt.-III dated 03.07.2019 (w.e.f. 01.06.2002)

b Added vide Notification No. F. 7(1)DOP/A-11/95/Pt.-II dated 24.02.2011



- <sup>+</sup>(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 post in the State service if it is atleast 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:-

<u>(i) Number of vacancies</u>	<u>Number of eligible persons to be considered</u>
(a) for one vacancy	five eligible persons
(b) for two vacancies	eight eligible persons
(c) for three vacancies	ten eligible persons
(d) for four or more vacancies	three times the number of vacancies
(ii) Where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.	
(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 upto 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 categories 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;	

(10) The Commission shall consider the list 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 change 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 lists approved by the Commission should be disturbed only with the approval of the Government.

(11) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (10) 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.

γ(11-A) 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 is 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.

(12) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these Rules." vide Notification No. F. 7(10)DOP/A-II/77 dated 7-03-1978.

<sup>γ</sup> Inserted vide Notification No. F. 10(1)Karmik/Ka-II/75-I dated 05.03.1976 (w.e.f. 01.11.1975)

<sup>+</sup> Substituted for <sup>u</sup>(iv) Provided also that any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage." vide Notification No.F.7(1)DOP/A-II/95 Pt.II dated 18.08.2020

<sup>u</sup> Added vide Notification No. F. 7(1)DOP/A-II/95pt.II, dated- 20-11-2015.(w.e.f. 01-04-2015)

(b) if promotion is from more than one categories of posts carrying different pay scales, eligible persons in the higher pay scale 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 of 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 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 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 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 lists 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 year are determined under these rules which were required to be filled in 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 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 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.

(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 apparent on the face of record, or on account of a factual 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 lists 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 the promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceedings is 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.

**11-BB. Restriction of promotion of person 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

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<sup>£</sup> Substituted for <sup>0</sup>"Restriction on 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, for goes such an appointment, he shall be considered again for appointment by promotion only after a period of one year (both on the basis of urgent temporary appointment or on regular basis, on the recommendations of the Departmental Promotion Committee)." vide Notification No F.7(1)/DOP/A-2/98, Dated 5.8.1998.

<sup>0</sup> Added vide Notification No F. 15(16)/DOP/A-II/80 Dated 30.11.1981

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.

<sup>λ</sup>“11-C. Promotion to the senior posts:- Promotion to the post of Senior Deputy Secretary shall be made from amongst Deputy Secretaries promoted from Assistant Secretaries/Registrar Cadre and Private Secretaries Cadre in the proportion of 13:10 of the total strength of Senior Deputy Secretaries and promotion to the post of Deputy Secretary shall be made from amongst Assistant Secretaries/Registrar and Private Secretaries in the proportion of 13:10 of the total strength of Deputy Secretaries and to the post of Assistant Secretaries from amongst Section Officers on the basis of recommendations of a committee constituted as under :-

1. Chairman of the Commission or a member thereof nominated by him.	Chairman
2. The Chief Secretary or a Secretary to Govt. nominated by the Chief Secretary.	Member
3. Principal Secretary to Government, Department of Personnel or his nominee not below the rank of Deputy Secretary, Department of Personnel and not belonging to Rajasthan Secretariat Service.	Member Secretary”

λ Substituted for “11C. Promotion to the senior posts:- Promotion to the post of Dy. Secretaries shall be made from amongst Assistant Secretaries/Registrar and Private Secretaries <sup>@</sup>in the proportion of 13:10 of the total strength of Dy. Secretaries” <sup>0</sup>“deleted” and to the post of Assistant Secretaries from amongst Section Officers on the basis of recommendations of a committee constituted as under :-

<sup>η</sup> “1. Chairman of the Commission or a member thereof nominated by the Chairman	Chairman
2. Senior-most Secretary to Government available	Member
<sup>#</sup> “3. Secretary to the Government in the Department of Personnel or his nominee not below the rank of Deputy Secretary to the Government in the Department of Personnel not belonging to Rajasthan Secretariat Service”	Member Secretary”;

vide Notification No. F. 1(10)DOP/A-II/86 dated 13-08-2013.

<sup>0</sup> Deleted “and Assistant Legal Draftsman, Assistant Legal Remembrancer ” vide Notification No. F. 1(10)DOP/A-II/86 dated 5-01-1987.

\* Substituted for <sup>1</sup>“11C. Promotion to the senior posts:- (1) <sup>λ</sup>“Promotion to the post of Assistant Secretaries/Registrar in the senior scale and to the post of Deputy Secretary in the selection scale of the Service” shall be made by the Government from amongst the members of the Service in accordance with the procedure laid down in rule 11-B, on the basis of the recommendation of the Committee consisting of the following :-

<sup>θ</sup> i. Chairman of the Commission or a member thereof nominated by him.
ii. Special Secretary to the Government in the Department of Personnel
iii. Senior-most Secretary to Government, available.”

<sup>\$</sup>(2) Deleted.

<sup>£</sup> Provided that for promotion to the post of Assistant Secretaries/Registrar in the Senior Scale of the Service, only those members of the Service shall be eligible as have put in not less than three years service on the posts of Section Officer <sup>3</sup>(deleted)” vide Notification No. F. 1(7)Karmik/A-II/78 dated: 28.08.1978

<sup>η</sup> Substituted for “(11C) :-

1. Chairman of the Commission or a member thereof nominated by the Chairman.	Chairman
2. Senior-most Secretary to the Government available.	Member
3. Special Secretary to Government in the Department of Personnel	Member Secretary

vide Notification F. 1(10)DOP/A-II/86 dated 5-01-1987.

<sup>#</sup> Substituted for <sup>δ</sup>“3. Secretary/Special Secretary to the Government in the Department of Personnel” vide Notification F. 7(1)DOP/A-II/94 dated 11-03-1997.

<sup>δ</sup> Substituted for “(11C) :-

3. Special Secretary to Govt. (I), Deptt. of Personnel & Adm Reforms or his representative not below the rank of Deputy Secretary to Government in Department of Personnel & Adm. Reforms.	Member
4. Special Secretary to Govt. (II), Deptt. of Personnel & Adm Reforms.	Member Secretary

vide Notification F. 1(10)DOP/A-II/86 dated 19-08-1987.

<sup>1</sup> Added vide Notification No. F. 13(2)Appts.(A)/55/Pt. III dated 08-12-1965.

<sup>λ</sup> Substituted for “Promotion to the post of Deputy Secretary” vide Notification No. F. 2(19) Karmik(Ka-IV)/75 dated 1-11-1975. w.e.f. 1-1-1975

<sup>£</sup> Inserted vide Notification No. F. 2(19) Karmik(Ka-IV)/75 dated 1-11-1975. w.e.f. 1-1-1975

<sup>3</sup> Deleted “in a substantive capacity” vide Corrigendum No. F. 2(19) Karmik(Ka-IV)/75 dated 10-11-1975

Provided that for the promotion to the post of Assistant Secretaries/Registrar, only such of the Section Officers shall be eligible as have put in not less than three years service on the post of Section Officer.

Provided further that the Private Secretaries who may be promoted to the posts of Deputy Secretaries shall undergo such training as may be prescribed by the Government, for a period of 3 month, at the H.C.M. Institute of public Administration, Jaipur.

<sup>1</sup>Provided that in case any member or member secretary in 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.

## **PART-V**

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

<sup>¥</sup>**12. Appointment to the Service:-** (1) Appointment to the Service shall be made by the Government on occurrence of substantive vacancies in the Service in accordance with the procedure prescribed in Rule 11-B.

<sup>ß</sup>(2) **Urgent temporary appointment:-** (i) A vacancy in the Service which cannot be filled in immediately either by direct recruitment or by promotion under the rules may be filled in by the Government or by the authority competent to make appointments as the case may be, by appointing in an officiating capacity thereto an officer 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.

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:-

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- <sup>\$</sup> Deleted "(2) A permanent or temporary vacant post of Deputy Secretary may be filled by promoting a member of the service purely on Adhoc basis for a period six months" vide Notification No. F. 13(2) Appts.(A)/55 Pt. III dated 18.4.1974
- <sup>@</sup> Inserted vide Notification No. F. 1(10)DOP/A-II/86 dated 24-08-2004.
- <sup>0</sup> Substituted for "Additional Chief Secretary to Government" vide Notification No. F. 13(2)Appts.(A-II)/55/Pt. III dated 20.10.1967.
- <sup>1</sup> Added vide Notification No. F. 7(5)DOP/A-II/78 dated 21.12.1978. w.e.f. 7.03.1978
- <sup>¥</sup> Substituted for \*<sup>12</sup>. Appointment to the Service.- (1) Appointments to the Service shall be made by Government on occurrence of substantive vacancies in the service by selection of persons in the manner laid down below:-
- (i) from the list prepared by the Government under rule 11 (5) in the same order in which names have been placed in the list; or
- <sup>0</sup> (ii) from the list prepared under rule 11-A in the same order in which they have been placed in the list; or
- <sup>0</sup> (iii) persons recommended for appointment as Assistant Legal Draftsman/Assistant Legal Remembrancer under rule 11-AA
- Provided that the first two vacancies in the service shall be filled from the list of Stenographers promoted under rule 11 (a) and thereafter, appointment to the Service shall be made from the list prepared under rule 11 (5), if the vacancy is against the post reserved for Section Officers or from that prepared under rule 11-A (4) if the vacancy is against the posts reserved for Stenographers, as the case may be." vide Notification No. F. 1(7)Karmik/A-II/78, dated 28-8-1978. Effective from dated 14-3-1978.
- <sup>\*</sup> Substitute for "12. Appointment to the Service.- (1) Appointments to Service shall be made by Government on occurrence of substantive vacancies the Service by selecting candidates from the list prepared by Government under rule 11 (5) in the same order in which they have been placed in that list.
- (2) A temporary vacancy in the Service may be filled by the Government by appointing thereto a substantive in an officiating capacity provided that no such appointment shall be continued beyond period of six months without referring it to the Commission for the concurrence and shall be determined immediately on the refusal of the Commission to concur." vide Notification No. F. 13(2)Appts.(A)/53, dated 31-12-1959.
- <sup>0</sup> Substituted for "(ii) from the list prepared under rule 11-A (3) in the same order in which they have been placed in the list: or (iii) from the list prepared under rule 11-A (4) in the same order in which they have been placed in the list" vide No. F. 2(19) Karmik (Ka-IV)/75, dated 1-11-1975, Effective from 1-1-1975.
- <sup>ß</sup> Substituted for "(2). A temporary vacancy in the Service may be filled by the Government in case of the post of Assistant Secretary or Registrar by appointing thereto a substantive Section Officer in an officiating capacity and in case of the post of Assistant Legal Draftsman, by appointing thereto a Head Legal Assistant in an officiating capacity, provided that if the duration of the appointment, actual or probable is more than one year, the Commission shall be referred for concurrence as soon as possible after the appointment is made and in any case before the expiry of one year from the date of appointment." vide Notification No. F. 1(10)DOP/A-II/72 dated 1-10-1977.

Provided further that in respect of a service or a post in a service for which both the methods of recruitment have been prescribed, the Government or the authority competent to make appointments shall not fill the temporary vacancy by appointing a person eligible for direct recruitment unless no suitable person eligible for promotion is available.

<sup>Γ</sup>(ii) In the event of non-availability of suitable persons for promotion persons. Fulfilling the requirements of eligibility for promotion, Govt. may, notwithstanding the condition of eligibility for promotion under clause (i) 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 clause.

<sup>£</sup>**12A. Appointment of a cadre officer to a non-cadre post:-** 1. A vacant temporary or permanent post outside the cadre of the service equivalent to or higher than the post of Deputy Secretary may be filled temporarily by the Government by appointing thereto a member of the Service in a temporary or in an officiating as the case may be.

2. A vacant, temporary or permanent post outside the cadre of service declared equivalent to or higher in status and responsibility to the post of Assistant Secretary may be filled by the Government by appointing thereto a member of the service in a temporary or in an officiating capacity, as the case, may be.

3. A vacant temporary or permanent post outside the cadre or service declared equivalent in status and responsibility to the post of Section Officer may be filled by the Government by appointing thereto a member of the service.

**12B. Holding of more than one post by a cadre officer:-** Government may, for the purpose of facilitating leave arrangements or for making temporary appointments, direct that any two cadre posts or a cadre post or any other full time post under Government may be held by a single member of the Service, provided that, notwithstanding the provisions of rules 35 and 50 of the Rajasthan Service Rules, the period during which a member of the Service holds more than one post, shall not exceed six months.

<sup>§</sup>**13. 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 provision of these rules. Appointment on adhoc or urgent temporary basis shall not be deemed to be appointment after regular selection.”

<sup>Γ</sup> Inserted vide Notification No. F. 7(7)DOP/A-II/75 dated: 31.10.1975. (w.e.f. 19.12.1954)

<sup>£</sup> Substituted for “12 (A). Promotion- Substantive appointment to the post of Deputy Secretary shall be made by Government from among members of the Service on the basis of seniority cum merit.  
12 (B). Temporary promotion: - A temporary vacant post of Deputy secretary or a temporary or permanent post outside the cadre of the Service equivalent to or higher than the post of Deputy Secretary may be filled temporarily by the Government by appointing thereto a member of the Service temporary or an officiating capacity as the case may be.  
12 (c) Appointment of a cadre officer to non-cadre-post A vacant, temporary or permanent post outside the cadre of the Service equivalent to the post of Assistant Secretary may be filled by Government by appointing thereto a member of the Service provided the post is declared equivalent in status and responsibility to the post of Assistant Secretary.” and 12 (D) renumbered as 12 (B); vide Notification No. F. 13 (2) Appts. (A)/55/Pt. II, dated 8-12-1965

<sup>§</sup> Substituted for <sup>1</sup>“13. Seniority:- 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 but in respect of persons appointed by promotion to other higher posts in the service or other higher categories of posts in each of the Group/Section in the service, as the case may be, shall be determined from the date of their regular selection to such posts.” vide Notification No.F.7(1)DOP/A-II/96dated:10.10.2002.

<sup>1</sup> Substituted for <sup>2</sup>“13. Seniority- Seniority in the service shall be determined in each category of the Service by the year of substantive appointment.” vide Notification No. F. 7 (8) DOP/A-II/78 dated 20-07-1979.

<sup>2</sup> Substituted for “(29). Seniority- Seniority in the service shall be determined by the date of the order of appointment to the Service.” vide Notification No. F. 7(6) DOP/A-II/73 dated 15-06-1974.

Provided:-

<sup>¥</sup>(i) That the persons selected and appointed as a result of a 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.

Seniority inter-se of persons selected on the basis of seniority cum-merit and on the basis of merit in the same selection shall be the same as in the next below grade.

<sup>0</sup>(ii) Deleted.

<sup>2</sup>(iii) that separate seniority lists of the Assistant Secretaries/Registrar and Private Secretaries shall be maintained for the purpose of promotion to the post of Deputy Secretary.

<sup>\$</sup>(iv) Deleted

<sup>ø</sup>(v) Withdrawn

<sup>\*</sup>(vi) that the separate seniority lists of the Deputy Secretaries promoted from Assistant Secretaries/Registrar and Private Secretaries shall be maintained for the purpose of promotion to the post of Senior Deputy Secretary.

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<sup>¥</sup> Deleted existing proviso <sup>¥</sup>(i) that the seniority inter-se of persons appointed to the Service before the commencement of these Rules and under the proviso (i) to rule 7, shall be such as may be fixed by Government;

(ii) that if two or more persons are appointed to the Service on the same date, their inter-se seniority shall follow the order in which their names have been placed in the respective lists prepared under rule 11 or 11-A as the case may be.

<sup>3</sup>(iii) that the seniority of an officer appointed to the Service under proviso (ii) to rule 7 of the said Rules shall be determined after all available persons, already approved by the Selection Committee in the process of integration of services of the covenanting States of the pre-reorganisation States of Rajasthan for appointment to the posts of Assistant Secretaries to Government have been appointed to the Service and re-numbered provisos (iv) and (v) as (i) and (ii) respectively" vide Notification No. F. 1(7)DOP/A-II/78 dated 28-08-1978. w.e.f. 14.03.1978

<sup>7</sup> Substituted for <sup>¥</sup>(iv). that the persons selected and appointed as a result of a 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. Seniority inter se of persons selected on the basis of seniority-cum-merit shall be the same as in the next below grade, except in case of continued officiation on higher posts when it shall be in accordance with the length of continued officiation, provided that such officiation was not Adhoc or fortuitous." vide Notification No. F. 7(10)DOP/A-II/77 dated 17-06-1978.

<sup>3</sup> Inserted vide Notification No. F. 13(2)Appts.(A)/56 dated 1.04.1958.

<sup>0</sup> Deleted (v) that the seniority inter-se of persons selected as a result of one and the same section and appointed on the basis of merit alone shall be in the same order in which their names appear in the select list. Irrespective of the period of continuous officiation." vide Notification No. F. 7(10)DOP/(A-II)77, dated 17-6-1978.

<sup>2</sup> Substituted for <sup>0</sup>(iii) that if two or more persons are appointed by selection from more than one channel to the same category of post on the same day, their inter-se senior shall be determined with reference to the length of continuous appointment on the next lower post after regular selection and if the length of such regular appointment is found to be equal, the persons appoint to senior scale by promotion from Assistant Secretariat Registrar/Assistant Legal Draftsman/Assistant Legal Remembrancer shall rank senior to these appointed from Private Secretaries." vide Notification No. F. 1(10)DOP/A-II/86 dated: 24.08.2004.

<sup>0</sup> Added vide Notification No. F. 1(7)Karmik/A-II/78, dated 28-8-1978. Effective from dated 14-3-1978.

<sup>\*</sup> Added vide Notification No. F. 1(10)DOP/A-II/86 dated: 13.08.2013.

<sup>\$</sup> Deleted <sup>%</sup> "that if a candidate belonging to Scheduled Caste/ Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/O.B.C. candidate who is promoted later to the said immediate higher post/ grade, the general/O.B.C. candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste/Scheduled Tribe in the immediate higher post/ grade." vide Notification No. F. 7(1)DOP/A-II/2002, dated 28.12.2002. (w.e.f. 1.04.1997)

<sup>%</sup> Proviso added vide Notification No. F. 7(1)DOP/A-II/96 dated 1-04-1997.

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

<sup>0</sup> Deleted <sup>μ</sup> "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)

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

- <sup>1</sup>(vii) 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 01.04.1997 shall not be reverted.

Notification No. F. 7(1)DOP/A-II/96 dated 01.04.1997 shall be deemed to have been repealed w.e.f. 01-04-1997.

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

**§14 Period of probation:-** <sup>0</sup>“(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 &“/special selection” against substantive vacancy shall be placed on probation for a period of one year.”

Provided that-

- (i) Such of them as have, previous to their appointment by promotion &“/special selection” or by direct recruitment against a substantive vacancy, officiated temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service toward the period of probation. This shall, however, not amount to involve suppression of any senior person or disturb the order of their preference irrespective quota or reservation in recruitment.
- (ii) Any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

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

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<sup>1</sup> Added vide Notification No. F. 7(3)DOP/A-II/2008 dated 11-09-2011. (w.e.f. 01.04.1997)

<sup>8</sup> Substituted for “14. Probation - All members of the Service on appointment to the Service shall be placed on probation. The period of probation shall be one year provided that such of them as have previous to such appointment officiated on a post in the Service may be permitted by Government to count such officiating service towards the period of probation up to a maximum of six months.  
(2) Stenographers appointed to the Service under rule 11-A (3) and 11-A (4) if not filled from Superintendents promoted from amongst Stenographers, shall be on probation for two years. Head Translators appointed to the Service under rule 11(5) shall also be on probation for two years.

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 on the date immediately preceding the date of his death or retirement from Government Service.” vide Notification No. F. 1 (35) Karmik/(Ka-II)/74 dated 4-5-1977.

<sup>9</sup> Substituted for “Probation of period:- Every person appointed against a substantive vacancy in the Service by direct recruitment shall be placed on probation for a period of two years and those appointed by promotion “/special selection” to any post against such a vacancy shall be on probation for a period of one year.” vide Notification No. F. 1 (35)DOP/A-II/74 dated 9-04-1979.



**Explanation:-** In case of 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.

#14A. Deleted.

**§15. Unsatisfactory progress during probation:-** (1) If it appear 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, provided 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 to a post in the service by direct recruitment and one year in the case of person appointed by promotion &"/special selection" to such post.

<sup>†</sup> Provided further that the Appointing Authority may, if it so thinks fit in case of persons belonging to 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 placed under suspension, or disciplinary proceeding 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.

**16. Confirmation:-** A probationer shall be confirmed in his appointment at the end of his period of probation if Govt. is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

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# Deleted \*14A. Notwithstanding anything contained in rule 14, a person who has been regularly recruited against a temporary post and has put in two years service after such regular recruitment shall not be placed on probation on conversion of such post into a permanent one but he shall be confirmed only after he has fulfilled the condition of confirmation as laid down in the rule." vide Notification No. F. 1(14)Appts.A-II/70 dated 22.01.1974. Effect from 23.09.1971

\* Inserted vide Notification No. F. 1(14)Appts.(A-II)/70 dated 16-09-1971.

§ Substituted for "15. Unsatisfactory progress during probation:- (1) If it appears to Government 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, Government may revert him to the post held substantively by him immediately preceding his appointment to the Service:

Provided that Government may extend the period of probation of any member of the Service by a specified period not exceeding six months." vide Notification No. F. (1)35 Karmik (Ka-IV)/74 dated 04.05.1977.

& Inserted vide Notification No. F. 1(35) Karmik/Ka-2/74 dated 3-08-1977.

<sup>†</sup> Inserted vide Notification No. F. 7(6)DOP/(A-II)/77 dated 26-10-1977. Effective from 1.1.1973

## **PART - VI - Pay**

**17. Scale of pay:-** (1) The scale of monthly pay admissible to a person appointed to a post in the service shall be such as may be admissible under the Rules referred to in rule 20 or as may be, sanctioned by Government from time to time and he shall receive such special pay as may be sanctioned by Government.

(2) A person appointed as registrar, Govt. Secretariat shall also be allowed rent free residence within the Secretariat premises or in the vicinity thereof in addition to special Pay.

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

**19. Criteria for crossing efficiency bar:-** No member of the Service shall be allowed to cross the efficiency bar unless in the opinion of Government he has worked satisfactorily and his integrity is unquestionable.

## **PART-VII - Other Provisions**

**@20. Regulation of pay, leave, allowance, pension etc.:-** Except as provided in these Rules, the pay, allowance, pension, leave and other conditions of service of the members of the Service shall be regulated by:-

1. The Rajasthan Traveling Allowance Rules, 1949 as amended up to-date.
2. The Rajasthan Civil Services (Unification of pay scales) Rules, 1950, as amended up to-date.
3. The Rajasthan Civil Services (Rationalization of pay Scales) Rules, 1956, as amended up to-date.
4. The Rajasthan Civil Services (Revised Pay) Rules, 1961.
5. The Rajasthan Civil Services (Classification Control and Appeal) Rules, 1958, as amended up to-date.
6. The Rajasthan Civil Services Rules, 1951 as amended up to-date, and
7. 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.

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<sup>@</sup> Substituted for “(1) The Rajasthan Travelling Allowance Rules, 1949. (2) The Rajasthan Civil Service (unification of pay scales) Rules, 1950. (3) The Rajasthan Civil Service (Rationalization of pay scales) Rules, 1956. (4) The Rajasthan Civil Service (Classification, Control and appeal) Rules, 1950. (5) The Rajasthan Service Rules, 1951, and any other Rules made by the appropriate authority under the proviso to article 309 of the Constitution of India and for the time being in force.” vide Notification No. F. 13(2)Appts.(A)/53 dated 14.07.1962.

**#21. 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 in consultation with the commission by orders dispense with or relax the relevant provisions of these rules to such extent and subject to such condition as it may consider necessary for dealing with the case in adjust and equitable manner, provide that such relaxation shall not be less favorable 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 concerned.”

\*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.

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

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# Added vide Notification No. F.11 (2)DOP/A-II/75dated 27-12-1978.

@ Substituted for “Department of Personnel and Administrative Reforms, (Department of Personnel-A-Group-II)” vide Notification No. F. 1 (15)DOP/A-II/82 dated 18-08-1982.

\* Added vide Notification No. F. 7(3)DOP/A-II/95 dated 18-02-1998

§ Added vide Notification No. F. 7(3)DOP/A-II/95 Pt. dated 18.07.2017.

% Deleted SCHEDULE I

\$ Deleted SCHEDULE II

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% Deleted "Schedule I :-

The strength of service and the nature of the post therein  
(see rule 6)

Deputy Secretary to Government	3
Assistant Secretary to Government	20 (excluding the post of Asstt. Secy. to Chief Minister and Assistant Secretary F.D. held in abeyance.)
Registrar, Govt. Sectt.	1
Reserve for appointment as Private Secretary	3
Reserve for leave, Deputation and training	7
	34

vide Notification No. F. 2(19)DOP/A-II/75 dated 01.11.1975.

\$ Deleted "Schedule II:-

Order regarding representation of scheduled caste and scheduled tribes in public service (vide order No. F. 25(42)GA/A/51, September 1951 as amended vide GAD order No. 9692/F.4.(8) GA/A/56 dated 27.07.1956).

In accordance with the provision of article 335 of constitution of India, Government of Rajasthan have been pleased to direct that-

(1) there shall be general reservation of 12.5% of the vacancies for members of scheduled caste and scheduled tribes in making appointment to the service and post which are filled by direct recruitment.

(2) the percentage of recruitment may be followed in respect of the members of the scheduled caste and scheduled tribes till the ultimate percentage of reservation fixed by the Government is reached.

(3) in the event of non-availability of a sufficient number of candidate among scheduled caste and scheduled tribes in particular year, vacancies need not to be kept reserved and shall be filled in accordance with the normal procedure, but they may be carry forward and filled up in subsequent year. In case the candidates scheduled caste and scheduled tribes are not available even in the second year, for appointment against the vacancies carry forward from the previous year, vacancies will be filled up by the other candidates and deficiency will be made in subsequent year. In the candidates are not available in the third year also, vacancies reserved will be filled in by other candidates on the reservation on account of the deficiency shall not be carry forward for more than two years.

(4) Minimum qualification prescribed for any post will not be lowered with a view to accommodating any candidate belong to the scheduled caste and scheduled tribes.

(5) the maximum age limit prescribed for direct recruitment in various services and posts may be extended by five year in the case of the candidate belonging to Scheduled Caste and Scheduled Tribes." vide Notification No. F. 2(19)DOP/A-II/75 dated 01.11.1975.