



राजस्थान कम्प्यूटर राज्य एवं अधीनस्थ सेवा नियम, 1992

(दिनांक 30.09.2022 तक संशोधित)

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

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

**GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
DEPARTMENT OF PERSONNEL (A-II)**

No. F 5(2)DOP/A-II/91

Jaipur, December 5, 1992

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules regulating recruitment to posts in, and the conditions of Service of Persons appointed to the Rajasthan Computer State and Subordinate Services, namely:-

**THE RAJASTHAN COMPUTER STATE AND SUBORDINATE SERVICE
RULES, 1992**

PART-I GENERAL

1. Short title and commencement:-

- (i) These rules may be called the Rajasthan Computer State and Subordinate Service Rules, 1992
- (ii) They shall come into force from the date of publication in the Rajasthan Rajpatra.

¹**1A. Application.-** These rules shall not apply to the posts governed by the Rajasthan Scheduled Areas Subordinate, Ministerial and Class-IV Service (Recruitment and other Service Conditions) Rules, 2014, except as provided in those rules.”

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

- (a) “Appointing Authority” in respect of the State Service or post means the Government and in respect of Subordinate Service or post means the ²“Commissioner, Information Technology and Communication”;
- (b) “Commission” means the Rajasthan Public Service Commission;
- (c) "Committee" means a Committee constituted under rule 29;
- (d) “Direct Recruitment” means recruitment made according to the procedure prescribed in Part-IV of these rules;
- (e) ³“Commissioner” means the Commissioner, Information Technology and Communication, Government of Rajasthan;
- (f) "Government" means the Government of Rajasthan;
- (g) ⁴“Member of the Service means a person appointed to a post in the service on the basis of regular selection under the provisions of these rules or the rules or order superseded by these rules.”

¹ Added vide Notification No. F.7(1)DOP/A-II/2014 Dated 04-03-2014.

² Substituted for “Director, Computers” vide Notification No. F5(2)DOP/A-II/91 Dated 01-12-2011.

³ Substituted for “Director, Computers” vide Notification No. F5(2)DOP/A-II/91 Dated 01-12-2011.

⁴ Substituted for "Member of the Service" means a person appointed substantively to a post in the Service under the provisions of these rules or the rules or orders superseded by these rules and includes a person placed on probation; vide Notification Ref No. F7(1)DOP/A-II/96 Dated 10-10-2002.

- (h) "Service" means the Rajasthan Computer State Service and the Rajasthan Computer Subordinate Service, as the case may be;
- (i) "Schedule" means a Schedule appended to these Rules;
- (j) "State" means the State of Rajasthan;
- (k) "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.

Note:- Due Selection by any methods of recruitment prescribed under these Rules shall include recruitment either on initial constitution of Service or in accordance with the provisions of any Rules promulgated under proviso to Article 309 of the Constitution of India, except an urgent temporary appointment;

- (l) "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 posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with Rules promulgated under proviso to Article 309 of the constitution of India;

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

- (m) "Year" means the financial year beginning from 1st April and ending on 31st March.

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

PART - II CADRE

4. Composition and strength of the Service:- (1) The nature of posts included in each category of the Service shall be as specified in column 2 of the Schedule I and II appended to these rules.

(2). The strength of the post in the Service shall be such as may be determined by the Government, from time to time, provided that the Government may:-

- (a) Create any post, permanent or temporary, from time to time, as may be found necessary and may abolish any such posts in the like manner without thereby entitling any person to any compensation, and
- (b) Leave unfilled or hold in abeyance or abolish any post, permanent or temporary, from time to time, without thereby entitling any person to any compensation.

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

- (a) All persons holding substantively the post/posts specified in Schedule I and II on the date of commencement of these rules;
- (b) All persons recruited to the post/posts included in the Service before the commencement of these rules; and
- (c) All persons recruited to the Service in accordance with the provisions of these rules, except urgent temporary appointment under rule 33.

PART - III RECRUITMENT

6. Methods of Recruitment:-

(1) Recruitment to the posts in the Service after the commencement of these rules shall be made by the following methods in proportion as indicated in column 3 and 4 of Schedule I and II:-

- (a) by direct recruitment in accordance with the procedure prescribed in Part IV of these rules; and
- (b) by promotion in accordance with the procedure prescribed in Part V of these rules.

⁵(1A) “Recruitment to the service by the aforesaid method shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the Rules/Schedule of the total cadre strength as sanctioned for each category from time to time.”

Provided that-

- (i) if the Appointing Authority is satisfied in consultation with the Commission where necessary, that suitable persons are not available for appointment by either method of recruitment in a particular year, appointment by the other method in relaxation of the prescribed proportion may be made in the same manner as specified in these rules;
- (ii) the persons not covered by rule 5, who were appointed to the posts included in Schedule-I and II on adhoc or officiating or urgent temporary basis and who have been continuously holding such posts for at least one year on the date of commencement of these rules shall be screened by a Committee referred to in Rule 29 for adjudging their suitability on the posts held, provided they possessed the requisite qualifications prescribed in the rules either for direct recruitment or promotion or the prescribed qualifications on the basis of which such persons were selected for adhoc/officiating/urgent temporary appointment. This provision shall be subject to the following conditions viz:-

⁵ Added vide Notification No. F.7(2)DOP/A-II/81 Dated 13-11-1996.

- (a) A person appointed on adhoc basis shall not be entitled to screening for a post higher than that to which he was initially appointed, if a person senior to him on a lower post who fulfilled qualifications prescribed for the post was either not given such adhoc appointment or is not entitled to screening under this rule. Seniority for this purpose shall be determined according to length of continuous service on a post;
- (b) The Committee appointed under these rules for adjudging suitability by screening either as an exception to general methods of recruitment or as initial constitution of Service, may ex-gratia recommend, if any of the employees with more than three years of service on a post for which he is to be screened is not adjudged suitable and if thereafter has no right to be appointed on a lower post, or such lower post being offered to him by absorption and there upon such an employee shall be treated as surplus employee under the provisions of the Rajasthan Civil Service (Absorption of Surplus Personnel) Rules, 1969 and such employee may be absorbed on the lower post on the recommendations of the Committee subject to such conditions as may be laid down by it.

Note:- The provision of screening under proviso (ii) of Rule 6 has been intended to be the first step and after exhausting the vacancies required for screened persons irrespective of direct recruitment and promotion quota, the direct recruitment and promotion quota shall be applied.

(2) Notwithstanding anything contained in these Rules 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 Govt. from time to time provided that these are regulated mutatis mutandis according to the instructions issued on the subject by the Government of India.

⁶(3) “Notwithstanding anything contained in these rules the persons, irregularly appointed on duly sanctioned posts and completed ten years service on 10.04.2006, without intervention of any court or tribunal and continuously working as such on the date of commencement of these amendment rules, shall be screened by a committee consisting of-

- (a) in case of posts falling within the purview of the Commission:-**
- (i) Chairman of commission or a member nominated by him;
 - (ii) Pr. Secretary/Secretary to the Government, Department of Personnel;
 - (iii) Pr. Secretary/Secretary to the Government, Finance Department or his nominee not below the rank of Deputy Secretary; and
 - (iv) Pr. Secretary/Secretary to the Government of the concerned department:

⁶ Added vide Notification no. F.5(2)DOP/A-II/2008pt-I dated: 08.07.2009

(b) In case of the posts outside the purview of the Commission:-

- (i) Pr. Secretary/Secretary to the Government, Department of Personnel:
- (ii) Pr. Secretary/Secretary to the Government, Finance Department or his nominee not below the rank of Deputy Secretary:
- (iii) Pr. Secretary/Secretary to the Government, of the concerned department:

provided they were eligible for appointment, as per rules on the date of their initial irregular appointment and vacancy is available at the time of screening. The Appointing Authority shall issue appointment order of the person, who is adjudged suitable by the screening committee and appointment shall be effective from the date of issue of such appointment order.”

⁷ 6.A."Compassionate Appointment of Dependents of the Deceased/ Permanently incapacitated Armed Forces Service Personnel/Para-Military Personnel- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the-

⁷ Substituted for #^{6.A} Compassionate Appointment of Dependents of the Deceased/ Permanently incapacitated Armed Forces Service Personnel/Para-Military Personnel:- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post of Lower Division Clerk, Class IV Employee and post in Subordinate Service up to Scale No. 9 to be filled in by direct recruitment by appointing on compassionate ground one of the dependents of a member of Armed Forces/Para-Military Forces belonging to the State who dies or becomes permanently incapacitated in action on or after commencement of this provision, in operations at the International Border or at the Line of actual Control/Line of Control.

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

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

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

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

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

Explanation:- For purposes of this rule.-

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

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

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

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

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

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

Added vide Notification No. F.5 (3)DOP/A-II/94, dated the 7.02.2000

- (i) posts up to pay scale number 9A to be filled in by direct recruitment by appointing on compassionate ground one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who becomes permanently incapacitated ⁸“on or after 01-04-1999” in any defense operations including counter insurgency operations and operations against terrorists;
- (ii) posts up to pay scale number 11 to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who dies ⁹“on or after 01-04-1999” in any defence operations including counter-insurgency operations and operations against terrorists;

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

- ¹⁰ (iii) “post up to pay scale number 9A to be filled in by direct recruitment by appointing on compassionate ground, one of the dependent of a member of Armed Forces belonging to the state, who died or was permanently incapacitated in war or any defence operations including counter insurgency operations and operations against terrorists during the period from 01-01-1971 to 31-03-1999.”

Provided that:-

- ¹¹(i) “the upper age limit shall be relaxed up to 45 years in case a dependent of a member of Armed Forces who died or was permanently incapacitated during the period from 01-01-1971 to 31-03-1999, applies for appointment with-in one year of the commencement of these amendment rules.”
- (ii) if the Armed Forces/Para Military personnel who are permanently incapacitated are capable of and desirous of obtaining employment for themselves under the State Government, employment shall be given to them.
- (iii) if the widow or the children of the Armed Forces/Para Military personnel who are killed or permanently incapacitated are not in a position to take up employment immediately, employment will be given to them on acquiring of eligibility for appointment.

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

⁸ Inserted vide Notification No. F.5(3)DOP/A-II/94, dated 10.06.2008

⁹ Inserted vide Notification No. F.5(3)DOP/A-II/94, dated 10.06.2008

¹⁰ Inserted vide Notification No. F.5(3)DOP/A-II/94, dated 10.06.2008

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

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

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

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

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

¹² “If vacant post is not available under the jurisdiction of the Divisional Commissioner, then the application shall be referred by the Divisional Commissioner to Government in the Department of Personnel for providing appointment.”

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

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

Explanation:- for purpose of this rule:-

- (a) “Armed Force” means the Army, Navy and Air Force of the Union.
- (b) “Dependent” means spouse of the deceased/permanently incapacitated person, son/adopted son, unmarried daughter/unmarried adopted daughter who were wholly dependent on the deceased/permanently incapacitated Armed Forces Service personnel/Para Military Personnel;

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

¹² Added vide Notification No. F. 5(3) DOP/A-II/94 dated 10.06.2008

- (c) “Para-Military Forces” means the Border Security Force, Central Reserve Police Force, Indo Tibetan Border Police and any other Para-Military Force, as may be notified by Central and State Government, from time to time;
- (d) “Permanently incapacitated” means a person who is covered under the definition of the term “person with disabilities” as provided in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (Act No. 1 of 1996).

¹³6B. Compassionate appointment of dependents of the deceased persons, who died or declared dead after missing in Uttarakhand Tragdey-2013.- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post upto level in pay matrix L-9 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a person who was bonafide resident of the State of Rajasthan and died in the Uttarakhand tragedy-2013 or declared dead after missing in such tragedy of 2013, subject to the condition that,-

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

Provided that the procedural requirement for selection such as,-

- (a) Computer qualification shall not be insisted upon at the time of appointment. The dependent shall have to possess any of the computer qualification as prescribed in the relevant rules within the period of probation, failing which his/her probation shall be deemed to be extended, unless the appointing authority terminates his/her services finding the performance wholly unsatisfactory;
- (b) Training or departmental examination or typing on computer shall not be insisted upon at the time of appointment. The dependents shall however, be required to clear such training or departmental examination or typing test on computer in any one language, either in English or in Hindi, within a period of three years, unless the period is relaxed by Department of Personnel, for entitlement for confirmation, failing which his/her appointment shall be liable to be terminated. No annual grade increments shall be allowed until he/she acquires such qualification. On acquiring such qualification, annual grade increments shall be allowed notionally from the date of appointment but no arrears shall be paid.

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

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

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

¹³ Added vide Notification No. F. 3(1)DOP/A-II/2013 dated : 08.08.2022

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

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

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

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

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

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

(4) Notwithstanding anything contained in this rule persons who were appointed in pursuance of relief package dated 29-07-2013 issued by the Disaster Management and Relief Department shall be deemed to be appointed under the provisions of this rule from the date of commencement of the Rajasthan Various Service (Vth Amendment) Rules, 2022, if they are otherwise eligible for appointment under this rule.

7. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes:-(1) Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with the ¹⁴“the provisions of the Rajasthan Schedule Caste, Schedule Tribes, Backward Classes, Special Backward Classes and Economically Backward Classes (Reservation of Seats in Educational Institutions in the State and of Appointments and Posts in Services under the State) Act, 2008” at the time of recruitment i.e. by direct recruitment and by promotion.

¹⁴ 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.

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

(3) In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared for direct recruitment by the Commission, for posts falling in its purview and by the Appointing Authority in other cases, and the Departmental Promotion Committee or the Appointing Authority, as the case may be, in the case of promotees irrespective of their relative rank as compared with other candidates.

¹⁵“(4) Appointments shall be made strictly in accordance with the roster 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 Scheduled Tribes, as the case may be, for direct recruitment, in a particular year, the vacancies so reserved for them shall be carried forward to the subsequent three recruitment years. After the expiry of three recruitment years, such carried forward vacancies shall be filled in accordance with the normal procedure:

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

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

¹⁵ Substituted for ^{*}“(4) Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst the Scheduled castes and the scheduled tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable scheduled castes and the Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the schedules tribes candidates shall be filled by promotion as well as by direct recruitment from General category candidates. However, in exceptional cases where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the department of personnel and after obtaining prior approval of the department of personnel, they may fill up such post(s) by promoting the general category candidate(s) on urgent temporary basis clearly stating in the promotion order that the general category candidate(s) who are being promoted on urgent temporary basis against the vacant post reserved for scheduled castes or the scheduled tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available.” vide notification No. F.7(1)DOP/A-II/2008 dated 17.01. 2013.

^{*} Substituted for "(4) Appointments shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst Scheduled Castes and Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure, and an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total, and thereafter such reservation would lapse.

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

(4B) In the event of non availability of the eligible and suitable candidates for promotion 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 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 Scheduled Castes or the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available:

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

¹⁶7(A).“Reservation of vacancies of Backward Classes, Special Backward Classes and Economically Backward Classes.- Reservation of vacancies of Backward Classes, Special Backward Classes and Economically Backward Classes shall be in accordance with the provisions of the Rajasthan Scheduled Castes, Scheduled Tribes, Backward Classes, Special Backward Classes and Economically Backward Classes (Reservation of Seats in Educational Institutions in the State and of Appointments and Posts in Services under the State) Act, 2008 at the time of direct recruitment. In the event of non-availability of eligible and suitable candidate amongst Backward Classes, Special Backward Classes and Economically Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.”

¹⁶ Substituted for [^] “7(A) Reservation of vacancies for Other Backward Classes:- Reservation of vacancies for Other Backward Classes shall be in accordance with the orders of the Government for such reservation in force at the time of direct recruitment. In the event of non-availability of the eligible and suitable candidates amongst Other Backward Classes in a particular year, the vacancy so reserved for them shall be filled in accordance with the normal procedure.” vide Notification No. F.7(8)DOP/A-II/2008 Dated 28.08.2009

[^] Added vide Notification No. F.7(2)DOP/A-II/93 Dated 24.05.1994 effect from 28.09.1993

177(B). “Reservation of vacancies for women.- Reservation of vacancies for women candidates shall be 30% category wise in the direct recruitment, out of which one third shall be for widows and divorced women candidates in the ratio of 80:20. In the event of non availability of eligible and suitable candidates, either in widow or in divorcee, in a particular year, the vacancies may first be filled by interchange, i.e. vacancies reserved for widows to the divorcees or vice versa. In the event of non availability of sufficient widow and divorcee candidates, the unfilled vacancies, shall be filled by other women of the same category and in the event of non availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates of the category for which vacancy is reserved. The vacancy so reserved for women candidates shall not be carried forward to the subsequent year. The reservation for women including widows and divorcee women shall be treated as horizontal reservation, within the category, i.e. even the women selected in general merit of the category shall first be adjusted against the women quota.

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

^{17β} Substituted for **7(B) "Reservation of vacancies for women.-** Reservation of vacancies for women candidates shall be 30% category wise in direct recruitment out of which 8% shall be for widows and 2% for divorced women candidates. In the event of non-availability of eligible and suitable widows and divorced women candidates in a particular year, the vacancies so reserved for widow and divorced women candidates shall be filled by other women candidates and in the event of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionately in the respective category to which the women candidates belong.

Explanation: In the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorce." vide Notification No. F. 7(2)DOP/A-II/88. Pt.-I dated : 22.12.2015

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

[&] Substituted for [@]"7B. Reservation of vacancies for women candidates:- Reservation of vacancies for woman candidates shall be ^{*}30% category wise, in direct recruitment. In the event of non-availability of the eligible and suitable woman candidates in a particular year, the vacancies so reserved for them shall be filled [#]“up by male candidates” and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidate shall be adjusted proportionately in the respective category to which the woman candidate belong." vide Notification No. F. 7(2)DOP/A-II/88. Pt. I dated 21.09.2007

[@] Added vide Notification No. F.7(2)Karmik/A-II/88 Dated 22.01.1997

^{*} Substituted for “20%” vide Notification No. No.F.7(2)DOP/A-II/88 dated 07.06.1999

[#] Substituted for “in accordance with the normal procedure” vide Notification No. F. 7(2)DOP/A-II/88 dated 07.06.1999

¹⁸**7(C)"Reservation of vacancies for outstanding sports persons:-** Reservation of vacancies for outstanding sports persons shall be 2% of the total vacancies outside the purview of the commission in that year earmarked for direct recruitment. In the event of non-availability of the eligible and suitable sportspersons in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for sportspersons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the sportspersons belong.

¹⁹**EXPLANATION:** "Outstanding sportspersons" shall mean sportspersons who are bona-fide resident of the State of Rajasthan, and,-

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

¹⁸Substituted for [¥]Reservation of vacancies for outstanding Sportspersons:- Reservation of vacancies for Outstanding Sportspersons shall be 2% of the total vacancies outside the purview of the Commission in that year earmarked for direct recruitment. In the event of non-availability of the eligible and suitable Sportspersons in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for Sportspersons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the Sportspersons belong.

Explanation:-'Outstanding Sportspersons' shall mean and include the Sportspersons belonging to the State who have participated individually or in team in the Sports and Games recognized by the International Olympic Committee and Indian Olympic Association or, in International Championships in Badminton, Tennis, Chess and Cricket recognized by their respective National Level Association, Federation or Board, with the following descriptions for each class of the Civil Services:-

S.No.	Class of Service	Description
1	Subordinate	Has represented India in Asian Games, Asian
2	Ministerial	Championship, Common Wealth Games, World Championships, World University Games, World School Games, SAARC Games or Olympic games where he (in an individual item) or his team (in a team event) has obtained 1st, 2nd or 3rd position.

^{*} vide Notification No. F. 5(31) DOP/A-II/84 dated 15.03.2013

[¥] Added vide Notification No. F.5(3)DOP/A-II/84 Dated 23.09.1997

¹⁹**Substituted for "EXPLANATION:-** "Outstanding sportspersons" shall mean and include the sportspersons belonging to the State, who,-

- (i) represented Indian Team in Individual or in Team event in any International Tournament of any sports and games, recognized by the Indian Olympic Association or concerned recognized National Sports Federation;
Or
- (ii) represented Indian Team in Individual or in Team event in any International Tournament of any Sports and Games recognized by the Indian School Sport Federation or concerned recognized National School Games Federation;
Or
- (iii) Medal winner in the Individual or in Team event in any National Tournament of any Sports and Games, recognized by Indian Olympic Association or concerned recognized National Sports Federation;
Or
- (iv) Medal Winner in the All India Inter University Tournament in Individual event or in Team event in the any Sports and Games, recognized by Indian Universities Association." vide Notification No. F. 5(31) DOP/A-II/84 dated: 21.11.2019

Table

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

or

(ii) medal winner in the individual or in team event in any School National Games of any Sports and Games organized by the School Games Federation of India;

or

(iii) medal winner in the individual or in team event in any national tournament/championship of any sports and games organized by the Indian Olympic Association or its affiliated National Sports Federation [N.S.F.];

or

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

or

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

²⁰ **7(D) "Reservation of vacancies for Economically Weaker Sections.-** Reservation of vacancies for Economically Weaker Sections shall be 10% in direct recruitment in addition to the existing reservation. In the event of non-availability of eligible and suitable candidate amongst Economically Weaker Sections in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

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

8. Nationality:- A candidate for appointment to the Service must be :

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethopia, with the intention, of permanently settling in India.

²⁰Substituted for &"(7)(D) Reservation of vacancies for Economically Weaker Sections: - Reservation of vacancies for Economically Weaker Sections shall be 10% in direct recruitment in addition to the existing reservation. In the event of non-availability of eligible and suitable candidate amongst Economically Weaker Sections in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

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

- (i) 5 acres of Agricultural Land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities; or
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities." vide Notification No. F. 7(1) DOP/A-II/2019 Dated : 20.10.2019

& Added vide Notification No. F. 7(1)DOP/A-II/2019 dated : 19.02.2019

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the ²¹“Government in the Department of Home Affairs and Justice after proper verification.”
²²Deleted.

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

10. Determination of vacancies:-

- (1) (a) subject to the provisions of these rules, the Appointing Authority shall determine on 1st April every year, the actual number of vacancies occurring during the Financial Year.
- (b) where a post is to be filled in by a single method as prescribed in the rule or schedule, the vacancies so determined shall be filled in by that method.
- (c) where a post is to be filled in by more than one method as prescribed in the rules or schedule, the apportionment of vacancies, determined under clause (a) above, to each such method shall be done maintaining the prescribed proportion for the over-all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in a continuous cyclic order giving precedence to the promotion quota.
- (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.

²³“**11. Age.-** A candidate for direct recruitment to the post of –

- (i) Analyst-Cum-Programmer (Deputy Director) must have attained the age of 21 years and must not have attained the age of ²⁴“40” years;
*Provided that the person who was within the age limit on 31.12.2020 shall be deemed to be within the age limit upto 31.12.2024.
- (ii) Programmer and Informatics Assistant must have attained the age of 21 years and must not have attained the age of ²⁵“40” years;
*Provided that the person who was within the age limit on 31.12.2020 shall be deemed to be within the age limit upto 31.12.2024.

²¹ Substituted for “Government of India” vide Notification No. F.7(2)DOP/A-II/2002 dated 17.02.2003.

²² Deleted "A candidate in whose case a Certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India." vide Notification No. F.7(2)DOP/A-II/2002 dated 17.02.2003

²³ Substituted for “A candidate for direct recruitment to the post of Analyst-Cum-Programmer enumerated in Schedule I must not have attained the age of 35 years and for the post of Programmer, Computer Operator and Data Entry Operator enumerated in Schedule II must have attained the age of 21 years and must not have attained the age of 33 years on the first day of January next following the last date fixed for receipt of applications.” vide Notification No. F5(2)DOP/A-II/91 Dated 10-01-2013.

²⁴ Substituted for “37” vide Notification No. F. 7(2)DOP/A-II/84 Pt. Dated 06-03-2018

²⁵ Substituted for “35” vide Notification No. F. 7(2)DOP/A-II/84 Pt. Dated 06-03-2018

* Added vide Notification No. F. 7(2)DOP/A-II/84 Pt. dated 23-09-2022

on the first day of January next following the last date fixed for receipt of applications:”

Provided that:-

- ²⁶(i) “the upper age limit mentioned above shall be relaxed by,-
- (a) 5 years in the case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections;
 - (b) 5 years in the case of woman candidates belonging to General Category; and
 - (c) 10 years in the case of women candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections.”
- (ii) that the upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before conviction and was eligible for appointment under these Rules;
- (iii) that in the case of other ex-prisoner the upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served by him provided he was not overage before his conviction and was eligible for appointment under these Rules;
- (iv) that the upper age limit mentioned above shall be relaxed by a period equal to the Service rendered in the N.C.C. in the case of Cadet Instructors and if the resultant age does not exceed the prescribed maximum age limit by more than three years, they shall be deemed to be within the prescribed age limit;
- (v) that the upper age limit for persons serving in connection with the affairs of the State in substantive capacity, shall be 40 years. ²⁷“Deleted.”
- (vi) that there shall be no upper age limit in the case of widows and divorcee women.

²⁶ Substituted for %”that the upper age limit mentioned above shall relaxed-

- (a) by 5 years in the case of the male candidates belonging to the Scheduled Castes and the Scheduled Tribes,
- (b) by 5 years in the case of *woman candidates belonging to General Category, Economically Backward Classes and Economically Weaker Sections”
- (c) by 10 years in the case of women candidates belonging to Scheduled Castes, Scheduled Tribes and the @Backward Classes and Special Backward Classes." vide Notification No. F. 7(1) DOP/A-II/2019 dated 16.04.2021

*Substituted for + "woman candidates belonging to general category and Economically Backward Classes" vide Notification No. F. 7(1)DOP/A-II/2019 Dated 19.02.2019

+Substituted for "women candidates belonging to General category" vide Notification No. F.7(8)DOP/A-II/2008 dated 28.08.2009

@ Substituted for "Other Backward Classes" vide Notification No. F.7(8)DOP/A-II/2008 dated 28.08.2009

% Substituted "that the upper age limit mentioned above shall be relaxed by 5 years in the case of women candidates and candidates belonging to the Scheduled Castes or the Scheduled Tribes" vide Notification No. F.7(2)DOP/A-II/84/pt. Dated 30.04.2001

²⁷ Deleted “This relaxation shall not apply to urgent temporary appointments;” vide Notification No. F.7(8)DOP/A-II/ 74 Dated 26-06-1997

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

- (vii) the upper age limit for the reservists, namely the defense service personnel transferred to the Reserve and the Ex-service personnel, shall be 50 years.
- ²⁸(viii) “that the upper age limit for persons serving in connection with the affairs of the Panchayat Samitis and zila Parishads and in the State Public Sector Undertakings/Corporation in substantive capacity shall be 40 years.”
- ²⁹(ix) Deleted
- ³⁰(x) “the upper age limit mentioned above shall be relaxed by five years in the case of candidates belonging to the Other Backward Classes.”
- ³¹(xi) “If a candidate would have been entitled in respect of his/her age for direct recruitment in any year in which no such recruitment was held, he/she shall be deemed to be eligible in the next following recruitment, if he/she is not overage by more than 3 years.”

12. Academic and Technical Qualifications and Experience:- A candidate for direct recruitment to the posts specified in Schedule-I and II shall possess:-

- (i) the qualifications and experience laid down in column 5 of the Schedule appended to these Rules, and
- (ii) working knowledge of Hindi written in Devnagari Script and knowledge of Rajasthan Culture.

³²“Provided that the person who has appeared or is appearing in the final year examination of the course which is the requisite educational qualification for the post as mentioned in the rules or schedule for direct recruitment, shall be eligible to apply for the post but he/she shall have to submit proof of having acquired the requisite educational qualification to the appropriate selection agency:-

- (i) before appearing in the main examination, where selection is made through two stages of written examination and interview;
- (ii) before appearing in interview where selection is made through written examination and interview;
- (iii) before appearing in the written examination or interview, where selection is made through only written examination or only interview, as the case may be.”

²⁸ Added vide Notification No. F.7(1)DOP/A-II/78 Dated 30.11.1998

²⁹ Deleted ©“that there the upper age limit to the post/posts is prescribed as 33 years or less in the Rules or Schedule, as the case may be, it shall be relaxed by 2 years in the case of candidates belonging to the Other Backward Classes.” vide notification No. F.7(2)DOP/A-II/ 93 Pt. Dated 25-05-2000.

© Added vide Notification No. F.7(2)DOP/A-II/ 84 Dated 13-11-1996.

³⁰ Added vide Notification No. F.7(2)DOP/A-II/ 93 Pt. Dated 25-05-2000

³¹ Added vide Notification No. F.7(6)DOP/A-II/ 2008 Dated 23-09-2008

³² Added vide Notification No. F.8(7)DOP/A-II/97 Dated 17.09.1999

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

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

(2) Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed should not be discriminated against on grounds of the previous conviction for purposes of employment in the Service. Those who are convicted of offenses not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent, 'After Care Home' or if there are no such homes in a particular District, from the Superintendent of Police of that District.

(3) Those convicted of offenses involving moral turpitude shall be required to produce a certificate from the Superintendent, After Care Home or if there is no such home in a particular District from the Superintendent of Police of that District, endorsed by the Inspector General of Prisons to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prison and by their subsequent good conduct in an 'After Care Home'.

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

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

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

16. Canvassing:- No recommendation for direct 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/her for recruitment.

PART - IV Procedure for Direct Recruitment

³³17. Competitive examination.- Competitive examination for direct recruitment to the posts in the service shall be held by the Commission, in accordance with these rules.

³⁴18. Syllabus for Examination.- The syllabus for competitive examination for direct recruitment to the post of Analyst-Cum-Programmer (Deputy Director), Programmer and ³⁵“Informatics Assistant” shall be as specified in Schedule III, IV and V respectively.

19. Inviting of Applications:- On requisitions having been received from the Government/Department for specified posts to be filled by direct recruitment, the [@]Commission/Appointing Authority, as the case may be, shall call for applications for permission to appear in the examination by publishing a notice to that effect in the Official Gazette or in such other manner as the [@]Commission/Appointing Authority, as the case may be, may deem ³⁶fit. ³⁷“The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate fixed by the State Government from time to time during the period of probation and the scale of pay of the post as shown else-where in the Advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the respective Recruitment Rules:”

³³ Substituted for “Authority for conducting the Competitive Examination.- (1) Direct recruitment to the posts mentioned in Schedule-I and to the posts mentioned in Schedule-II which fall within purview of the Commission shall be by a competitive examination to be conducted by the Commission in accordance with these Rules.

(2) Direct recruitment to the posts mentioned in Schedule-II other than that mentioned in sub-rule(1) shall be by a competitive examination to be conducted by the Appointing Authority in accordance with these Rules.” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008.

³⁴ Substituted for “The syllabus for competitive examination for direct recruitment to the post of Analyst-cum-Programmer, Programmer, Computer Operator and Data Entry Operator shall be as specified in Schedule III, IV, V and VI respectively.” vide Notification No. F5(2)DOP/A-II/91 Dated 01.12.2011.

³⁵ Substituted for “Data Entry Operator” vide Notification No. F5(2)DOP/A-II/91 Dated 28-06-2008

[@] Substituted for * “Commission” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01-04-2011

* Substituted for “Commission/Appointing Authority” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

³⁶ Added vide Notification No. F.7(2)DOP/A-II/2005 dated: 20-01-2006

³⁷ Added vide Notification No. F.7(2)DOP/A-II/2005 dated: 20-01-2006

³⁸**19(A). Frequency of direct recruitment.-** Direct recruitment to the post specified in the Schedule shall be held at least once a year unless the Government decides that a direct recruitment for any of these posts shall not be held in any particular year.

20. Contents of Notice and Instructions Connected therewith:- (1) Subject to the provisions of these rules such notice shall among other things state-

- (i) number of posts to be filled in the various Services on the result of each examination, indicating separately the number of posts reserved for candidates of the ³⁹“Other Backward Classes”, Schedule Castes and the Schedule Tribe;
- (ii) date of submission of applications for admission;
- (iii) qualifications required for admission at the examination and the steps to be taken by candidates to establish their eligibility; and
- (iv) date and place of examination.

(2) In addition to the notice, the @“Commission/Appointing Authority, as the case may be,” may issue, in such other manner as the @“Commission/Appointing Authority, as the case may be,” may deem fit, such instructions including the syllabus for the guidance of the candidates.

21. Form of Application:- The application shall be made in the form approved by the @“Commission/Appointing Authority, as the case may be” and obtainable from the Secretary to the @“Commission/Appointing Authority, as the case may be,” or from the office of Head of the Department on payment of such fee, if any, as the @“Commission/Appointing Authority, as the case may be,” may, from time to time, fix.

22. Examination fee:- (1) A candidate for direct recruitment to a post in the Service shall pay to the @“Commission/Appointing Authority, as the case may be,” such fees as are fixed by &“them/it”, from time to time in such manner as may be indicated by &“them/it”.

(2) No claim for the refund of the examination fee shall be entertained nor the fee shall be held in reserve for any other examination except when the advertisement is cancelled by the @“Commission/ Appointing Authority, as the case may be,” because of withdrawal of requisition by the Requisitioning Authority or for any other reason in which case the amount shall be refunded. Provided that no claim for the refund of fee shall be entertained after a period of one month from the date of issue of the letter of refund by the @“Commission/Appointing Authority, as the case may be,” to the candidate.

³⁸ Added vide Notification No. F.7(6)DOP/A-II/2008 dated: 23-09-2008

³⁹ Inserted vide Notification No. F-7(2)DOP/A-II/93 dated 24-05-1994, w.e.f. 28.09.1993

& Substituted for \$“them” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01-04-2011

\$ Substituted for “them/it” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

23. Admission to the Examination:- (1) The applications which are found to be incomplete and have not been filled in accordance with the instructions issued by the @“Commission/Appointing Authority, as the case may be, shall be rejected by &“them/it” at the initial stage. The @“Commission/Appointing Authority, as the case may be shall permit rest of those candidates to appear in the examination provisionally to whom ⁴⁰“they/it” consider it proper to grant the certificate of admission. No candidate shall be admitted to the examination unless he holds the certificate of admission to that examination granted by the @“Commission/ Appointing Authority, as the case may be. Before appearing at the examination, it should be ensured by the candidate himself/herself that he/ she fulfills the condition in regard to age, educational qualifications, experience, if any, etc. as provided in the rules. Being allowed to take the examination shall not entitle the candidate to presumption of eligibility. The @“Commission/Appointing Authority, as the case may be shall scrutinise later on the applications of such candidates only as qualify in the written examination and shall call only the eligible candidates to viva-voce, if any.

(2) The decision of the @“Commission/Appointing Authority, as the case may be”, as to the admission of a candidate to an examination, eligibility and consequent admission to Viva-voce, if any, shall be final.

⁴¹24. Minimum qualifying marks.- Candidates who obtain a minimum of 40% marks in the aggregate for the written examination shall be considered to have obtained

@ Substituted for ⁰“Commission” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01-04-2011

⁰ Substituted for “Commission/Appointing Authority” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

& Substituted for ^s“them” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01-04-2011

^s Substituted for “them/it” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

⁴⁰ Substituted for [#]“they ” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01-04-2011

[#] Substituted for “they/it” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

⁴¹ Substituted for ^s“Candidates who obtain a minimum of 40% marks in the aggregate for the written examination shall be considered to have obtained qualifying marks at the written examination, but the minimum qualifying marks in the written examination for the candidates belonging to Scheduled Castes/Scheduled Tribes, shall be 36%. The Commission/Appointing Authority may in their/its discretion award grace marks up to three in the aggregate” vide Notification No. F.5(2)DOP/A-II/91 dated 01.04.2011

^s Substituted for “Personality and Viva-voce examination:- Candidates who obtain a minimum of 40% marks in the aggregate for the written examination/speed test shall be considered to have obtained qualifying marks at the written examination/speed test, as the case may be, but the minimum qualifying marks in the written examination/speed test for the SC/ST candidates shall be 36% rounded off to the nearest whole number i.e. 32 marks.

The Commission/ Appointing Authority may in their/its discretion award grace marks up to one in each paper and up to three in the aggregate. Candidates who obtain such minimum marks in the written examination/speed test as may be fixed by the Commission/Appointing Authority in their/discretion shall be summoned by them/it for an interview for a personality test *^{as is referred to in schedule III, IV, V and VI as the case may be.”} The Commission/Appointing Authority shall award marks to each candidate interviewed by them/it, having regard to their character, personality, address, physique and knowledge of Rajasthani Culture. The marks so awarded shall be added to the marks obtained in the written examination/speed test by each such candidate.

The Commission/Appointing Authority may in their/its discretion award grace marks upto one in each paper and upto three in the aggregate. Candidates who obtain such minimum qualifying marks in the written examination/speed test as may be fixed by the Commission/Appointing Authority in their/its discretion shall be summoned by them/it for an interview for a personality test as is referred to in schedule III, IV, V and VI, as the case may be,“. The Commission/Appointing Authority shall award marks to each candidate interviewed by them/it, having regard to their character, personality, address, physique and knowledge of Rajasthani Culture. The marks so awarded shall be added to the marks obtained in the written examination/speed test by each such candidate” vide Notification No. F.5(2)DOP/A-II/91 dated 10-01-2013.

* Inserted vide Notification No. F.5(2)DOP/A-II/91 dated 29-05-1997

qualifying marks at the written examination, but the minimum qualifying marks in the written examination for the candidates belonging to Scheduled Castes/Scheduled Tribes, shall be 36%. The Commission/Appointing Authority may in their/its discretion award grace marks up to three in the aggregate.

25. Recommendations of the @Commission/Appointing Authority:- (1) The @Commission/Appointing Authority, as the case may be,^π shall prepare a list of candidates, whom ⁴²“they/it” consider suitable for appointment to the post or posts concerned, arranged in order of merit, and forward the same to the Government, or the Appointing Authority, as the case may be.

(2) The @Commission/Appointing Authority, as the case may be,^π may to the extent of 50% of the advertised vacancies, keep names of suitable candidates on the reserve list. The names of such candidates may, on requisition, be recommended in the order of merit to the Appointing Authority within six months from the date on which the original list is forwarded by the @Commission/Appointing Authority, as the case may be,^π to the Government.

26. Retotaling of marks:- (1) The @Commission/Appointing Authority, as the case may be, may order re-totaling of marks obtained by a candidate during such period as may be decided by the @Commission/Appointing Authority, as the case may be,^π in ⁴³“their/its” discretion on payment of such fee as may be fixed by the @Commission/Appointing Authority, as the case may be,^π from time to time but evaluation of the answer paper shall not be re-examined.

(2) The @Commission/Appointing Authority, as the case may be,^π may take step to rectify such mistakes as are detected on re-totalling of the marks in pursuance of the provisions of sub-rule (1).

(3) If as a result of such rectification the @Commission/Appointing Authority, as the case may be,^π discovers that the candidate becomes eligible for selection, such fact shall be immediately and in any case not later than 40 days from the announcement of the result reported to the Government and to that extent the recommendation of the @Commission/Appointing Authority, as the case may be,^π made under rule 25 shall stand protanto modified.

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

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

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

⁴²Substituted for ^π“ they ” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01.04.2011

^π Substituted for “they/it” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

@Substituted for * “Commission” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01-04-2011

* Substituted for “Commission/Appointing Authority” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

⁴³Substituted for ^ “ their ” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01.04.2011

^ Substituted for “their/its” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

Explanation; For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act, 28 of 1961).

⁴⁴(4) “No candidate shall be eligible for appointment to the service who has more than two children on or after 1.6.2002.

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

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

Provided also that the provision of this sub-rule shall not be applicable to the appointment of a widow to be made under the Rajasthan Compassionate Appointment of Dependants of Deceased Government Servant Rule, 1996.”

⁴⁵“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.”

⁴⁶“Provided also that any candidate who performed remarriage which is not against any law and before such remarriage he is not disqualified for appointment under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage.”

28. Selection by the Appointing Authority:- (1) Subject to the number of posts specified in the notice issued under Rule 20 and subject to reservations of posts in favour of candidates belonging to Scheduled Casts/ Scheduled Tribes, Physically handicapped persons in respect of posts included in Schedule-I and II, the Appointing Authority, shall select candidates who stand highest in the order of merit in the list prepared by the [@]“Commission/Appointing Authority,” as the case may be, under Rule 25.

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

⁴⁴& Substituted for “No candidate shall be eligible for appointment to the service who has more than two children on or after 1.6.2002.

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

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

& Substituted for \$: “No candidate shall be eligible for appointment to the service who has more than two children on or after 1.6.2002.

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

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

⁴⁵ Added vide Notification No. F.7(1)DOP/A-II/95 dated 24-02-2011

⁴⁶ Added vide Notification No. F.7(1)DOP/A-II/95Pt.-II dated 20-11-2015

@ Substituted for * “Commission” vide Notification No. F. 5(2)DOP/A-II/91 dated: 01-04-2011

* Substituted for “Commission/Appointing Authority” vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

Provided further also that the Appointing Authority, may further select, against additional vacancies in the order of merit from the list prepared under Rule 25 by the @“Commission/ Appointing Authority, as the case may be,” for appointment to posts in the Service specified in Schedule- I and II, candidates upto the number of vacancies intimated by them to the @“Commission/ Appointing Authority, as the case may be,” before final declaration of the result of the Competitive Examination conducted by the @“Commission/Appointing Authority, as the case may be,”.

⁴⁷(2) “If a person, selected under sub-rule (1) above and appointed to a post concerned in accordance with these Rules against the vacancies of a particular year for which the Competitive Examination was conducted by the Commission or Appointing Authority, as the case may be, in accordance with these rules, has resigned or expired in any subsequent year, in that event the said vacancies shall be treated as a fresh vacancy.”

PART- V Procedure for Recruitment by Promotion

29. Constitution of the Committee:- The Constitution of the Committee shall be as under:-

(a) For Posts falling within the purview of the Commission: -

- | | | |
|--------------------|--|------------------|
| (i) | Chairman of the Commission or a Member thereof nominated by him. | Chairman |
| ⁴⁸ (ii) | “Principal Secretary/ Secretary/ Special Secretary to the Government in the Administrative Department concerned” | Member |
| (iii) | Special Secretary to the Govt. in the Department of Personnel (A-II) or his representative not below the rank of Deputy Secretary to Govt. in the DOP (A-II) | Member |
| ⁴⁹ (iv) | “Commissioner, Information Technology and Communication” | Member Secretary |

(b) For Posts falling outside the purview of the Commission:-

- | | | |
|---------------------|--|------------------|
| ⁵⁰ (i) | “Commissioner, Information Technology and Communication.” | Chairman |
| (ii) | Deputy Secretary to the Govt. in the Department of Personnel. | Member |
| ⁵¹ (iii) | “One member nominated by the Principal Secretary/ Secretary/ Special Secretary to the Government in the Administrative Department Concerned” | Member |
| ^β (iv) | “Technical Director” | Member Secretary |

⁴⁷ Substituted for "If a person, selected under sub-rule (1) above and appointed to a post concerned in accordance with these Rules against the vacancies of a particular year for which the Competitive Examination was conducted by the &Commission/Appointing Authority, as the case may be, in accordance with these rules does not join on the post offered to him or has resigned or expired in any subsequent year, in that event the said vacancies shall be treated as a fresh vacancy" vide Notification No. F. 5(2)DOP/A-II/9 Pt. dated: 18-08-2021

&Substituted for @“Commission" vide Notification No. F. 5(2)DOP/A-II/91 dated: 01-04- 2011

@Substituted for “Commission/Appointing Authority " vide Notification No. F. 5(2)DOP/A-II/91 dated: 23.05.2008

⁴⁸Substituted for “Secretary/Special Secretary to the Govt. in the administrative Department concerned” vide Notification No. F. 5(2)DOP/A-II/91 Dated 01.12.2011.

⁴⁹ Substituted for “Deputy Secretary-Cum-Director Computers” vide Notification No. F5(2)DOP/A-II/91 Dated 01-12-2011.

⁵⁰ Substituted for “Dy. Secretary-Cum-Director Computers” vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-12-2011.

⁵¹ Substituted for “One member nominated by the Secretary to the Government in the Administrative Department” vide Notification No. F 5(2)DOP/A-II/91 Dated 01-12-2011.

^β Substituted for ^θ“Additional Director” vide Notification No. F5(2)DOP/A-II/91 Dated 01-12-2011.

^θ Substituted for “System Analyst” vide Notification Ref No. F5(2)DOP/A-II/91 Dated 17-11-2009.

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.

(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.

(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.

(4) No person shall be considered for promotion for ⁵³“three recruitment years” from the date on which his promotion becomes due, if he/she has more than two children on or after 1st June, 2002.

(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.

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 Departmental Promotion Committee is held.

- (8) If in any subsequent year, after promulgation of these rules vacancies relating to any earlier year are determined under sub-rule (2) of rule 10 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 refixed at the pay which he would have derived at the time of his promotion but no arrears of pay shall be allowed to him.
- (9) 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 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.
- (10) Where consultation with the Commission is necessary the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority alongwith the personal Files and Annual Confidential Rolls of all the persons whose names have been considered by the Committee.
- (11) The Commission shall consider the lists prepared by the Committee alongwith 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 shall be disturbed only with the approval of the Government.
- (12) Appointments shall be made by the appointing authority taking persons out of the lists finally approved under the preceding sub-rule(11) 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.
- (13) 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.” vide Notification No. F. 7(5) DOP/A-II/2002 dated: 23.07.2003

⁵³ Substituted for "Five recruitment years" vide Notification No. F. 7(1)DOP/A-II/95 Pt.-III dated 19.09.2017

Provided that, -

(i) the persons having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she has on 1st June, 2002 does not increase.

(ii) where a Government servant has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

@(iii) that 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. 1.06.2002).

⁵⁴(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 at least third promotion shall be made on the basis of merit alone.

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

(6) The zone of consideration of persons eligible for promotion shall be as under:-

(i) Number of vacancies	Number of eligible persons to be considered
(a) for one vacancy	five eligible persons
(b) for two vacancies	eight eligible persons
(c) for three vacancies	ten eligible persons
(d) for four or more vacancies	three times the number of vacancies.

(ii) where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.

(iii) where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended up to seven times the number of vacancies and the candidates belonging to the Scheduled Casts 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.

⁵⁴ Substituted for %“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

% Added vide Notification No. F.7(1)DOP/A-II/95 Pt. II dated 20.11.2015

@*Substituted for “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)

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

(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 upto two in number from each category of posts in the same pay scale shall be considered for promotion;
- (b) if promotion is from more than one 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 considers it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may in its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the 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.

⁵⁵**31. Restriction of Promotion of Persons foregoing promotions:-** In case a person on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendation; of the Departmental Promotion Committee, forgoes such an appointment through his return 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 or urgent, temporary appointment or on regular basis) for subsequent two recruitment years for which the Departmental Promotion Committee is held and the name or such person who forgoes promotion shall not be included in the seniority-cum-eligibility list to be placed before the Departmental Promotion Committee for subsequent two recruitment years.

PART-VI Appointments, probation and confirmation.

32. Appointment to the Service:- Appointment to posts in the Service by direct recruitment or by promotion, as the case may be, shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under rule 25 in order of merit and by promotion from the persons selected under rule 30 and persons adjudged suitable under proviso (ii) to rule 6.

33. Urgent Temporary Appointment:- (1) A Vacancy in the Service which cannot be filled in immediately either by direct recruitment or by promotion under these rules may be filled in by the Appointing Authority 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.

Provided further that in respect of a post in the Service for which both the methods of recruitment have been prescribed, the Appointing Authority shall not, Save

⁵⁵Substituted for "In case a person on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental Promotion Committee, foregoes 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-11/95/98 dated 05.08.1998

with the specific permission of the Government in the Department of Personnel in the case of State Service and Government in the Administrative Department concerned in respect of Subordinate Service, fill the temporary vacancy against the direct recruitment quota by a whole-time appointment for a period exceeding three months otherwise than out of persons eligible for direct recruitment and after a short term advertisement.

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

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

Provided :

- (i) that the seniority of the persons screened under rule 6(1)(ii) shall be fixed below all the persons appointed regularly by direct recruitment or by promotion upto the date of commencement of these rules and the seniority in-terse of these persons shall be determined by the Committee according to the length of continuous Service in an adhoc or officiating capacity or on urgent temporary basis.
- (ii) that the in-terse seniority of persons appointed to a post in a particular category by direct recruitment on the basis of one and the same selection except those who do not join Service when a post is offered to them within a period of six weeks from the date of issue of order or longer, if extended by the Appointing Authority, shall follow the order in which their names have been placed in the list prepared under rule 25;
- (iii) that if two or more persons are appointed to the Service during the same year a person appointed by promotion shall be senior to a person appointed by direct recruitment,
- (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 in-terse of person 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.

⁵⁷(v) Deleted

⁵⁶ Substituted for “Seniority of persons appointed to the lowest post of the service or lowest categories of posts in each of the Group/Section of the Service, as the case may be, shall be determined from the date of confirmation of such persons to the said post 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/96 Dated 10.10.2002.

⁵⁷ Deleted (w.e.f. 1.4.1997) *⁵⁷“That if a candidate belonging to the Scheduled Caste/Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/OBC candidate who is promoted later to the said immediate higher post/grade, the general/OBC candidates will regain his seniority over such earlier promoted candidate of the Schedule Caste/Schedule Tribe in the immediate higher post /grade.” vide Notification No. F.7(1)DOP/A-II/2002 dated 28.12.2002.

⁵⁸(vi) Deleted

⁵⁹(vii) Repealed

⁶⁰(viii) “the inter-se seniority of the persons screened under proviso added by these amendment rules in rule relating to method of recruitment, shall be determined according to the length of continuous service after their irregular appointment. These persons shall rank junior to the persons appointed regularly before the commencement of these amendment rules.”

⁶¹(ix) “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 have been promoted in pursuance to Notification No. F.7(1)DOP/A-II/96 dated 1.04.1997 shall not be reverted.

Notification No. F. 7(1)DOP/A-II/96 dated 1-4-1997 shall be deemed to have been repealed w.e.f. 1-4-1997.

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

⁶²**35. “Period of Probation.-** (1) A person entering the service by Direct

* Added vide Notification No. F-7(1)DOP/A-2/96 dated 1.4.97

⁵⁸ Deleted #“Provided that a candidate who has got the benefit of proviso inserted vide notification No. F.7(1)DOP/A-II/96 dated 01.04.1997 on promotion to an Immediate higher post shall not be reverted and his seniority shall remain unaffected. This proviso is subject to final decision of the Hon’ble Supreme Court of India in Writ Petition (Civil) No. 234/2002 All India Equality Forum V/S Union of India and Others” vide Notification No.F.7(3)DOP/A-II/2008 dated 25.04.2008.

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

⁵⁹ Deleted @“That if a candidate belonging to the Scheduled caste/Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/O.B.C. candidate who is promoted later to the said immediate higher post/grade, the general/O.B.C. candidate will regain his seniority over such earlier promoted candidate of the scheduled caste/scheduled tribe in the immediate higher post/grade.” vide Notification No. F.7(1)DOP/A-II/96 dated 11.09.2011 (w.e.f. dated 01.04.1997)

@ Added vide Notification No. F. 7(1) DOP /A-II/96 dated 01-04-1997

⁶⁰ Added vide notification No. F.5(2)DOP/A-II/2008 pt-I dated 08.07.2009

⁶¹ Added vide Notification No. F.7(1)DOP/A-II/96 dated: 11.09.2011

⁶² Substituted for “(1) All persons appointed to the Service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the Service by promotion against a substantive vacancy shall be placed on probation for a period of one year.

Provided that -

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

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

(2) During the period of probation specified in sub-rule(1), each probationer may be required to pass such Departmental

Recruitment against a clear vacancy shall be placed as Probationer-trainee for a period of 2 years.

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

⁶³“Provided further that a person who is directly recruited on the post of Analyst-cum-Programmer (Deputy Director), being the next higher post than the entry post of the State Service i.e. Programmer and having experience conditions, besides academic and professional qualification prescribed under these rules for direct recruitment, shall be placed as probationer for a period of one year.”

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

⁶⁴(3) Deleted

⁶⁵**35-A. “Pay during probation-** A probationer trainee appointed to the service by direct recruitment, shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Government from time to time:

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

36. Confirmation in certain cases:-⁶⁶“(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the service by direct recruitment as a probationer trainee under these rules has not been confirmed within six months after satisfactory completion of probation for a period of two years shall be entitled to be treated as confirmed in accordance with his/her seniority if,-

Examination and to undergo such training as the Government may, from time to time specify.

Explanation : - In case of a person who dies or is due to retire on attaining the age of superannuation the period of probation shall be reduced so as to end one day earlier on the date immediately preceding the date of his death or retirement from Government Service. The condition of passing the Departmental Examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.” vide Notification No. F. 7(2)DOP/A-II/2005 Dated 20-01-2006.

⁶³Inserted vide Notification No. F. 5(2) DOP/A-II/91 Pt. dated: 01.07.2015

⁶⁴Deleted *(3). The period spent as probationer trainee shall not be counted for experience and eligibility for promotion." vide Notification No. F. 7(2) DOP/A-II/ 2005 dated 26.04.2011

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

⁶⁵Added vide Notification No. F. 7(2) DOP/A-II/2005 dated: 13.06.2008

⁶⁶Substituted for “(1) Notwithstanding anything to the contrary contained in the preceding rule a person appointed to a post in the Service temporarily or on officiating basis who, after regular recruitment by any one of the methods of recruitment prescribed under these rules, has not been confirmed, within a period of six months on completion of a period of two years service in case he is appointed by direct recruitment or within a period of one year's service in case he is appointed by promotion, shall be entitled to be treated as confirmed in accordance with his seniority, if:

- (i) he has worked on the post or higher post under the same Appointing Authority or would have so worked but for his deputation or training;
- (ii) he fulfills conditions as are prescribed under rule relating to Confirmation subject to the quota prescribed under these rules; and
- (iii) permanent vacancy is available in the Department.” vide Notification No. F. 7(1) DOP/A-II/2020 dated 04.02.2022

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

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

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

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

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

- (a) appointment by either method of recruitment or on initial constitution of Service in accordance with the Rules made under the proviso to Article 309 of the Constitution of India;
- (b) appointment to the post for which no Service Rules exists, if the posts are within the purview of the Commission, recruitment in consultation with them;
- (c) appointment by transfer after regular recruitment where the Service Rules specifically permit;
- (d) persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited;

Provided that it shall not include urgent temporary appointment or officiating promotion which is subject to review and revision.

- (ii) Persons who hold lien on another cadre shall be eligible to be confirmed under this rule and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years of their temporary appointment under this rule. In the absence of any option to the contrary they shall be deemed to have exercised option in favour of confirmation under this rule and their lien on the previous post shall cease.

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

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

38. Confirmation:- A person placed on probation under rule 35 shall be confirmed in his appointment at the end of his period of probation if-

- (a) he has passed the departmental examination and has successfully under-gone such training as is referred to in sub-rule(2) of rule 35, and
- (b) he has passed a departmental test of proficiency in Hindi; and
- (c) The Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

PART - VII PAY

39. Scale of pay:- The scale of monthly pay of a person appointed to a post in the Service, shall be such as may be admissible under the Rules referred to in rule 41 or as may be sanctioned by the Government from time to time.

⁶⁸**40. Deleted**

⁶⁷ Substituted for “**37. Unsatisfactory progress during probation:-** (1) If it appears to the Appointing Authority, at any time, during or at the end of the period of probation, that a member of the Service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment provided he holds a lien thereon or in other cases may discharge or terminate him from service:

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

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

(2) Notwithstanding anything contained in the above proviso, during the period of probation, if a probationer is 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." vide Notification No. F. 7(2) DOP/A-II/2005 Dated 13.06.2008

⁶⁸ Deleted “Increment during probation.- A probationer shall draw increment in the scale of pay admissible to him during the period of probation in accordance with the provisions of the Rajasthan Service rules, 1951.” vide Notification No. F. 7(2) DOP/A-II/ 2005 dated 20.01.2006.

41. Regulation of Pay, Leave, Allowances, Pension etc.:- Except as provided in these rules, the pay, allowances, pension, leave, and other conditions of Service of the members of the Service shall be regulated by:-

- (1) the Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950, as amended from time to time;
- (2) the Rajasthan Service Rules, 1951, as amended from time to time;
- (3) the Rajasthan Civil Services (Rationalization of Pay Scales) Rules, 1956, as amended from time to time;
- (4) the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended from time to time;
- (5) the Rajasthan Civil Services (Revised Pay Scales) Rules, 1961, as amended from time to time;
- (6) the Rajasthan Traveling Allowance Rules, 1971, as amended from time to time;
- (7) the Rajasthan Civil Services (New Pay Scales) Rules, 1969, as amended from time to time;
- (8) the Rajasthan Civil Services (Revised New Pay Scales) Rules, 1976, as amended from time to time;
- (9) the Rajasthan Civil Services (Revised Pay Scales) Rules, 1983, as amended from time to time;
- (10) the Rajasthan Civil Services (Revised Pay Scales) Rules, 1987 and 1989, as amended from time to time;
- (11) the Rajasthan Civil Services (Conduct) Rules, 1971;
- (12) any other rules prescribing general conditions of Service made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time being in force.

42. Removal of Doubts:- If any doubt arises relating to the application, interpretation and scope of these rules it shall be referred to the Government in the Department of Personnel and Administrative Reforms whose decision there on shall be final.

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

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

44. 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 person, it may with the concurrence of the Department of Personnel and Administrative Reforms, and in consultation with the Commission by orders dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favourable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the Department of Personnel and Administrative Reforms.

⁶⁹ 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.

⁷⁰ 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.

⁶⁹ Added vide Notification No. F. 7(3)DOP/A-2/95 Dated 18.02.1998.

⁷⁰ Added vide Notification No. F. 7(3)DOP/A-II/95 Pt. dated 18.07.2017

SCHEDULE I (POSTS IN STATE SERVICE)

S. NO.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT RECRUITMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARKS
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
⁷¹ 1	Technical Director	-	100%	-	Additional Director	3 years' experience on the post mentioned in column number 6 and completed 25 years service as a member of the service or 20 years as a member of service on the post of Analyst-Cum-Programmer (Deputy Director) or higher for members of service who directly selected as Analyst-Cum-Programmer (Deputy Director).	
²⁷²	⁷³ Additional Director	-	100%	-	⁷⁴ System Analyst (Joint Director)	5 years experience on the post mentioned in column 6	

⁷¹ Added vide Notification No. F. 5(2)DOP/A-II/91 dated 01.12.2011.

⁷² Renumbered for "serial number 1" vide Notification No. F. 5(2)DOP/A-II/91 dated 01-12-2011.

⁷³ Added vide Notification No. F. 5(2)DOP/A-2/91 dated 17.11.2009.

⁷⁴ Substituted for "System Analyst" vide Notification No. F. 5(2)DOP/A-II/91 dated 01.12.2011.

S. NO.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT RECRUITMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARKS
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
3. ⁷⁵	⁷⁶ System Analyst (Joint Director)	-	100%	-	⁷⁷ Analyst-Cum-Programmer (Deputy Director)	⁷⁸ 5 years experience on the post mentioned in column 6	

⁷⁵ Renumbered for * "serial number 2" vide Notification No. F. 5(2)DOP/A-2/91 dated 01-12-2011.

* Renumbered for "serial number 1" vide Notification No. F. 5(2)DOP/A-2/91 dated 17-11-2009.

⁷⁶ Substituted for "System Analyst" vide Notification No. F. 5(2)DOP/A-II/91 dated 01.12.2011.

⁷⁷ Substituted for "Analyst-cum-Programmer" vide Notification No. F. 5(2)DOP/A-II/91 dated 01.12.2011.

⁷⁸ Substituted for " 3 years service on the post mentioned in column 6" vide Notification No. F. 5(2)DOP/A-2/91 dated 17.11.2009.

S. NO.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT RECRUITMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARKS
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
4. ⁷⁹	⁸⁰ Analyst-Cum-Programmer (Deputy Director)	⁸¹ 20%	⁸² 80%	⁸³ “(1) ⁸⁴ “M.C.A. or B.E/B.Tech.” in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government. OR	Programmer	5 Years service on the post mentioned in Column 6.	

⁷⁹ Renumbered for *serial number 3” vide Notification No. F. 5(2)DOP/A-2/91 dated 01-12-2011.

*Renumbered for “serial number 2” vide Notification No. F. 5(2)DOP/A-2/91 dated 17-11-2009.

⁸⁰ Substituted for “Analyst-cum-Programmer” vide Notification No. F. 5(2)DOP/A-II/91 dated 01.12.2011.

⁸¹ Substituted for "50%" vide Notification No. F.5(2)DOP/A-II/91 Pt.-II dated 16.06.2022.

⁸² Substituted for "50%" vide Notification No. F.5(2)DOP/A-II/91 Pt.-II dated 16.06.2022.

⁸³ Substituted for "(1) Graduate from university established by Law in India or a foreign qualification recognized as equivalent thereto with Mathematics or Statistics or Computer Science with a formal training of 6 months in System Analyst and Design and Programming Language.

OR

Master of Business Administration with specialization in systems.

(2) 5 Years experience in computer filed out of which atleast 3 years practical experience in designing and developing Computer Application and Programming in BASIC, COBOL/FORTRAN.

Provided that in case sufficient number of candidate possessing prescribed experience are not available the condition in regard to experience may be relaxed to the extent of 3 years in the filed out of which at least 2 years practical experience should be in designing and developing computer application and programming in BASIC, COBOL/FORTRAN." vide Notification No. F.5(2)DOP/A-II/91 dated 01.04.2011

⁸⁴ Substituted for “M.C.A./BE/B. Tech" vide Notification No. F.5(2)DOP/A-II/91 dated 26.09.2011.

S. NO.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT RECRUITMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARKS
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
				<p>M. Tech. degree in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>OR</p> <p>M.B.A. (IT) from a University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>AND</p> <p>⁸⁵ (2) 3 years' post qualification relevant work</p>			

⁸⁵ Substituted for "5 years' post qualification work experience in System Designing, System Development, Programming in JAVA/Dot Net/VB/J2EE, System Management in Government Organization/Government undertaking/Public Limited /Private Limited companies: Provided that in case sufficient number of candidates possessing prescribed experiences are not available the condition in regard to experience may be relaxed to the extent of three years." vide Notification No. F.5(2)DOP/A-II/91 dated 10-01-2013.

S. NO.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT RECRUITMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARKS
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
				experience in legal entity such as Government Organizations / Government Undertakings / Public Limited / Private Limited companies etc.			

S. NO.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT RECRUITMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARKS
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
5. ⁸⁶	⁸⁷ Programmer	⁸⁸ 50%	⁸⁹ 50%	⁹⁰ “(1) B.E./B.Tech./M.Sc. in Information Technology or Computer Science or Electronics and Communications or M.C.A. from a recognized University established by	Assistant Programmer	5 years' experience on the post mentioned in column 6	

⁸⁶ Renumbered for “serial number 4” vide Notification No. F. 5(2)DOP/A-2/91 dated 01-12-2011

⁸⁷ Added vide Notification No. F. 5(2)DOP/A-II/91 dated 01.04.2011.

⁸⁸ Substituted for "60%" vide Notification No. F. 5(2)DOP/A-II/91 dated 01.12.2011 w.e.f. 01-04-2011.

⁸⁹ Substituted for "40%" vide Notification No. F. 5(2)DOP/A-II/91 dated 01.12.2011 w.e.f. 01-04-2011.

⁹⁰ Substituted for @"M.C.A./B.E./B.Tech./M.Sc. in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.

OR

M.Tech. degree in Information Technology or Computer Science or Electronics and Communication from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.

OR

M.B.A. (IT) from a University established by law in India or a qualification recognized as equivalent thereto by the Government.

AND

2 years' post qualification work experience in programming in JAVA/Dot Net/VB/J2EE in a Government organization/ Government undertaking/ Public Limited/Private Limited Company:

Provided that in case sufficient number of candidates possessing prescribed experiences are not available the condition in regard to experience may be relaxed to the extent of one year." vide Notification No. F. 5(2)DOP/A-II/91 dated 10.01.2013.

@Substituted for "Graduate from a University established by law in India or a foreign qualification recognised as equivalent thereto by the Government, with Mathematics or Statistics or Computer Science or Economics or Commerce as one of the subjects. Formal training of 6 months in Programming languages like BASIC, and COBOL/FORTRAN, from an institution with 2 years experience in computer Programming in the above languages.

Provided that in case sufficient number of candidates possessing the prescribed experience are not available the condition in regard to experience may be relaxed to the extent of one year in Computer Programming in the language Like BASIC, and COBOL/FORTRAN." vide Notification No. F. 5(2)DOP/A-II/91 dated 01.04.2011.

S. NO.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT RECRUITMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARKS
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
				<p>law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>OR</p> <p>M.Tech. degree in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>OR</p> <p>M.B.A. (IT) from a University established by law in India or a qualification recognized as equivalent thereto by the Government.”</p>			

SCHEDULE II (POSTS IN SUBORDINATE SERVICE)

S. No.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT PERCENTAGE	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARK
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
	⁹¹ Deleted						

⁹¹ Deleted "

S. NO.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE POR DIRECT RECRUITMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARK
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
1.	Programmer	60%	40%	* Graduate from a University established by law in India or a foreign qualification recognised as equivalent there to by the Government, with Mathematics or Statistics or Computer Science or Economics or Commerce as one of the subjects. Formal training of 6 months in Programming languages like BASIC, and COBOL/FORTRAN, from an Institution with 2 years experience in computer Programming in the above languages.\Provided that in case sufficient number of candidates possessing the prescribed experience are not available the condition in regard to experience may be relaxed to the extent of one year in Computer Programming in the language like BASIC, COBOL/FORTRAN.	Computer Operator	5 years service on the post mentioned in column 6.	

" vide Notification No. F.5(2)DOP/A-II/91 Dated 01-04-2011

* Substituted for "(1) Graduate with Computer Science or Electronics and Communication or Information Technology from a University established by law in India. 3 year's Diploma in Computer Application from a Institution recognized by the Government. Graduate from a University established by law in India with "A" Level Certificate course conducted by the DOEACC under the control of Department of Electronics, Government of India,

AND

(2) 2 years' working experience of computer operations in a Government Organization/ Government undertaking/ Public Limited/ Private Limited company." vide Notification No. F.5(2)DOP/A-II/91 Dated 01-04-2011

S. No.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT PERCENTAGE	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARK
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
1. ⁹²	⁹³ Assistant Programmer	⁹⁴ “-”	⁹⁵ 100%	⁹⁶ “-”	⁹⁷ Informatics Assistant	5 Years service on the post mentioned in column 6.	

⁹² Renumbered for "serial number 2" vide Notification Ref No. F.5(2)DOP/A-II/91 Dated 01-04-2011.

⁹³ Substituted for "Computer Operator" vide Notification Ref No. F.5(2)DOP/A-II/91 Dated 28-06-2008.

⁹⁴ Substituted for "50%" vide Notification No. F.5(2)DOP/A-II/91 Dated 01-12-2011.

⁹⁵ Substituted for "50%" vide Notification No. F.5(2)DOP/A-II/91 Dated 01-12-2011

⁹⁶ Substituted for ^{*}“(1) Graduate with Computer Science or Electronics and Communication or Information Technology from a University established by law in India.

OR

3 year's Diploma in Computer Application from a Institution recognized by the Government.

OR

Graduate from a University established by law in India with "A" Level Certificate course conducted by the DOEACC under the control of Department of Electronics, Government of India,

AND

(2) 2 years' working experience of computer operations in a Government Organization/ Government undertaking/ Public Limited/ Private Limited company.” vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-12-2011.

^{*} Substituted for [%] “Graduate with Computer Science or Electronics of a University established by law in India.

OR

3 Year s' Diploma in Computer Application from a Polytechnic Institution recognised by the Government.

OR

Graduate of a University established by law in India with Diploma in Computer Science/ Computer Applications of a University established by law in India or of an Institution recognised by the Government.

OR

Graduate of a University established by law in India with "O" Level Certificate course conducted by the Computer Society of India under the control of Department of Electronics, Government of India,

OR

Graduate of a University established by law in India with Data Preparation and Computer Software Certificate Organised under National/State Council of Vocational Training Scheme." vide Notification No. F.5(2) DOP/A-II/91 Date- 01-04-2011.

[%] Substituted for “ Graduate from a University established by law in India or a foreign qualification recognised as equivalent thereto by the Government, with Science or Mathematics or Statistics or Commerce or Economics with one year's experience in handling data entry machines and computer terminals. Vide Notification No. F.5(2) DOP/A-2/91 Date-29-05-1997..

⁹⁷ Substituted for “Data Entry Operator” vide Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.

S. No.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT PERCENTAGE	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARK
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
2. ⁹⁸	⁹⁹ Informatics Assistant	100%	-	¹⁰⁰ (i) Graduate or higher degree in Computer Science /Computer Engineering / Computer Applications / Computer Science & Engineering or Electronics or Electronics & Communication or Information Technology or equivalent of a University established by law in India. OR			

⁹⁸ Renumbered for "serial number 3" vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-04-2011

⁹⁹ Substituted for "Data Entry Operator" vide Notification Ref No. F. 5(2)DOP/A-II/91 Dated 28-06-2008

¹⁰⁰ Substituted for "(i) Graduate in Computer Science/ Computer Applications or Electronics of a University established by law in India.

OR

Post Polytechnics Diploma in Computer Applications or 3 years Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government.

OR

Graduate of a University established by law in India with Diploma in Computer Science/ Computer Applications of a University established by law in India or of an Institution recognised by the Government.

OR

Graduate of a University established by law in India with "O" Level or Higher Level Certificate course conducted by DOEACC under the control of Department of Electronics, Government of India,

OR

Graduate of a University established by law in India with Computer Operator & Programming Assistant (COPA) / Data Preparation and Computer Software (DPCS) Certificate Organized under National/State Council of Vocational Training Scheme, and

(ii) Speed of 8000 key depression per Hour on Computer in Hindi & English." vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-12-2011.

* Substituted for @"Graduate with Computer Science or Electronics of a University established by law in India.

OR

3 Year s' Diploma in Computer Application from a Polytechnic Institution recognised by the Government.

OR

Graduate of a University established by law in India with Diploma in Computer Science/ Computer Applications of a University established by law in India or of an Institution recognised by the Government.

OR

Graduate of a University established by law in India with "O" Level Certificate course conducted by the Computer Society of India under the control of Department of Electronics, Government of India,

OR

Graduate of a University established by law in India with Data Preparation and Computer Software Certificate Organised under National/State Council of Vocational Training Scheme."

(ii) Graduate from a University established by law in India or a foreign qualification recognised as equivalent thereto by the Government with the Speed of 8000 key depression per Hour on a Computers." vide Notification No. F. 5(2)DOP/A-II/91 Dated 25.10.2007

@ Substituted for "Graduate from a University established by law in India or a foreign qualification recognised as equivalent thereto by the Government with the Speed of 8000 key depression per Hour on a

⁰"Computers" vide Notification No. F. 5(2)DOP/A-2/91 Dated 29-05-1997.

⁰ Substituted for "Data Entry machines." vide Notification No. F. 5(2)DOP/A-2/91 Dated 29-05-1997.

S. No.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		Post Polytechnic Diploma in Computer QUALIFICATION & EXPERIENCE FOR DIRECT PERCENTAGE	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARK
		DIRECT	PROMOTION				
		1	2				
				<p>Applications or 3 years Diploma in Computer Science & Engineering / Computer Applications / Information Technology or equivalent from a Polytechnic institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>Graduate of a University established by law in India with Diploma in Computer Science / Computer Applications / Information Technology or equivalent of a University established by law in India or of an Institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>Graduate of a University established by law in India with "O" or Higher Level Certificate course conducted by ¹⁰¹National Institute of Electronics and Information Technology (NIEIT) / DOEACC under the control of Department of Electronics, Government of India.</p> <p style="text-align: center;">OR</p>			

¹⁰¹ Substituted for "DOEACC" vide Notification No. F. 5(2)DOP/A-II/91 Dated 10.01.2013.

S. No.	NAME OF POSTS	SOURCE OF RECRUITMENT WITH PERCENTAGE		QUALIFICATION & EXPERIENCE FOR DIRECT PERCENTAGE	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARK
		DIRECT	PROMOTION				
1	2	3	4	5	6	7	8
				Graduate of a University established by law in India with Computer Operator & Programming Assistant (COPA) / Data preparation and Computer Software (DPCS) Certificate organized under National / State Council of Vocational Training Scheme, and (ii) ¹⁰² Speed of 20 Words Per Minute typing in Hindi and English both.			

¹⁰² Substituted for * "Speed of 8000 key depression per hour on computer in Hindi & English" vide Notification No. F. 5(2)DOP/A-II/91 Dated 10.01.2013.

* Substituted for @ "Speed of 8000 depression per hour on Computers" vide Notification No. F. 5(2)DOP/A-II/91 Dated 25.10.2007.

@ Substituted for "Speed of 8000 depression per hour on Data Entry machines" vide Notification No. F. 5(2)DOP/A-2/91 Dated 29.05.1997.

103“SCHEDULE-III”

(See Rule 18)

**SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT
RECRUITMENT TO THE POST OF ¹⁰⁴“ANALYST-CUM- PROGRAMMER
(DEPUTY DIRECTOR)”**

A candidate must appear in all the papers. The marks and time allowed for each paper shall be as under:-

Name of Papers	Marks	Time
PAPER - I	100	2 Hours
PAPER - II	100	2 Hours

SCOPE OF PAPERS

Written Examination

Paper - I

Reasoning Test & Numerical Analysis & General Knowledge

Problem solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan.

Data Base Management Systems

ER Diagram, data models-Relational and Object Oriented databases.

Data Base Design: Conceptual data base design, Normalization Primitive and Composite data types, concept of physical and logical databases, data abstraction and data independence, data aggregation and Relational Algebra.

¹⁰³ Substituted for "Syllabus and scope of papers for the post of Analyst-cum-Programmer's Competitive Examination.

A candidate must appear in all the papers. The time allowed for each paper shall be 2 hours.

Name of Papers: -	Marks
Fundamentals of Computers and Programming logic	45
System Analysis and Design	45

SCOPE OF PAPERS

Paper-I Fundamentals of Computers and Programming logic

Evolution of Computer Hardware Technology, Definition and functions of various components, Primary and Secondary Storage Concepts, Input/Output devices and their functions, Classification of Computers and related characteristics, Data Communication System and Network- LAN/WAN, different modes of processing- Time Sharing, Multi Programming, distributed Data Processing. Evolution of Software Technology, Operating System, Low and High level languages, characteristics and difference in system and application software.

Program compilers and interpreters, concept of electronic data processing, Program logic and techniques, program algorithm, structured programming concept, Data Structures- Tree, Queues List, Array, Graphs, Data Sorting, and merging, File organisations access mechanism of files, number systems.

Evolution of Personal Computers Technology, Features/Characteristics of personal Computers. Characteristics of general packages on Personal Computers, PC Operating systems like DOS, UNIX/XENIX etc and operations.

Papers -II System Analysis and Design

System concept, role of System Analyst, Communication Skills, system Planning, Objectives of System investigation, methods of investigation, recording the investigation, logical and physical system design, implementation of system, Maintenance of the system. Documentation standards and system audit.

Data Base Management System, Management Information System, Personnel Information System, Project monitoring, Computer Centre Organisation, concept of efficient use of a computer system.

2. PERSONALITY AND VIVA-VOCE EXAMINATION (see Rule No. 24)

Candidates who obtain such minimum qualifying marks in the written test as may be fixed by the Commission, in their discretion shall be summoned by them for interview, which carries 10 marks.

(2) The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(3) All papers unless specifically required shall be answered either in English or in Hindi but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(4) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(5) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination." vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-04-2011.

¹⁰⁴ Substituted for "Analyst-Cum-Programmer" vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-12-2011.

Application Development using SQL: Host Language interface, embedded SQL programming, Stored procedures and triggers and views, Constraints assertions.

Internal of RDBMS: Physical data organisation in sequential, indexed random and hashed files. Inverted and multilist structures, B trees, B+ trees, Query Optimisation, Join algorithm.

Transaction Processing, concurrency control and recovery management. Transaction model properties and state serialisability. Lock base protocols, two phase locking.

Different server multi user, multiprocess operating systems and requirement for client interfaces in distributed application environments.

Data Communication and Computer Networks

Computer Network Architecture, Circuit switching, Packet And Message Switching, Network Structure. Physical Layer, Data Link Layer, Framing. Retransmission algorithms.

Multiple access and Aloha. CSMA/CD and Ethernet. High Speed LANs and topologies. Broadcast routing and spanning trees.

TCP/IP Stack. IP Networks and Internet. DNS and Firewalls. Intrusion Detection and Prevention.

Transport layer and TCP/IP. Network Management and Interoperability.

Paper - II

System Analysis and Design

System concept: Definition and characteristics, elements and boundaries, types of system development lifecycle, recognition of needs, feasibility study, prototyping, role of system analyst.

System planning and tools like DFD, data dictionary, decision trees, structured analysis and decision tables.

IPO charts, structured walkthrough, input output form design, requirement and classification of forms, layout considerations form control, object oriented Design Concepts and methods.

Software Life Cycle, Software Engineering paradigms. System analysis: Feasibility study requirement analysis, Cost benefit analysis, Planning systems, Analysis tools and techniques.

System Design: design fundamentals, Modular Design, Data and procedural design, object oriented design.

System Development: Code documentation, Program design paradigms, Efficiency Consideration.

Verification, Validation and Testing: testing methods, Formal Program Verification, Testing Strategies.

Software Maintenance: Maintenance Characteristics, Maintainability, Maintenance tasks and side effects.

Software Project Management

Software Project Management Concept: The Management Spectrum, People, Product, Process & Project.

Software Process & Project Matrix: Software Measurement Size Oriented Matrixes, Function Oriented Matrices.

Software Project Planning: Objectives, Decomposition Techniques, Empirical Estimation Model.

Risk Analysis and Management: ¹⁰⁵“Risk Identification, Projection”, Risk Refinement,

¹⁰⁵ Substituted for “Risk Identification, Projection, Risk Identification, Projection” vide corrigendum No. F. 5(2)DOP/A-II/91 Date-26-09-2011.

Risk Monitoring and Management.

Project Scheduling & Tracking, Software Quality Assurance, Software Configuration Management.

Note for general guidance:

(i) The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Questions of question paper of examination may be of multiple choice types or descriptive type or both types.

(v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive questions of the examination paper(s)."

¹⁰⁶SCHEDULE- IV

(See Rule 18)

SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO THE POST OF PROGRAMMER

A candidate must appear in all the papers. The marks and time allowed for each Paper shall be as under:-

¹⁰⁶ Substituted for "Syllabus and scope of papers for the Programmers' Competitive Examination. A candidate must appear in all the papers. The time allowed for each paper shall be 2 hours.

Name of papers :-	Marks
Aptitude Test and Fundamentals of Computers	45
Programming	45

SCOPE OF PAPERS

Paper-I Aptitude Test and Fundamentals of Computers

Part -I Aptitude Test

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning.

Part-II Fundamentals of Computers

Evolution of Computer Hardware Technology, Definition and Functions of Various Components, Primary and Secondary Storage Concepts, Input/Output devices and their functions, Classification of Computers and related Characteristics.

Evolution of Software Technology, Operating System, Low and High Level Languages, Characteristics and differences in system and application software.

Evolution of Personal Computer, Features/Characteristics of Personal Computers. Characteristics of general packages on Personal Computers, PC Operating Systems like DOS, UNIX/XENIX etc. and Operations.

Paper - II Programming

Program compilers and interpreters, concepts of Electronic Data Processing, Program logic and techniques, program algorithm, structured programming concept. Data structures - Tree, Queue, List, Array, Graphs, Data sorting and merging, File organisation, Access mechanism of files, Number systems.

Programming concept in high level languages - COBOL, BASIC/FORTRAN.

2. PERSONALITY AND VIVA-VOCE EXAMINATION

Candidates who obtain such minimum qualifying marks in the written test as may be fixed by the Commission, in their discretion shall be summoned by them for interview, which carries 10 marks.

(2) The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(3) All papers unless specifically required, shall be answered either in English or in Hindi but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(4) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(5) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination." vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-04-2011.

Name of Papers	Marks	Time
Paper - I	100	2 Hours
Paper - II	100	2 Hours

SCOPE OF PAPERS
Written Examination

PAPER - I

Reasoning Test & Numerical Analysis & General Knowledge

Problem solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan.

Data Base Management Systems

ER Diagram, data models-Relational and Object Oriented databases. Data Base Design: Conceptual data base design, Normalization Primitive and Composite data types, concept of physical and logical databases, data abstraction and data independence, data aggregation and Relational Algebra.

Application Development using SQL: Host Language interface, embedded SQL programming, Stored procedures and triggers and views, Constraints assertions.

Internal of RDBMS: Physical data organisation in sequential, indexed random and hashed files. Inverted and multilist structures, B trees, B+ trees, Query Optimisation, Join algorithm.

Transaction Processing, concurrency control and recovery management. Transaction model properties and state serialisability. Lock base protocols, two phase locking.

Data Communication and Computer Networks

Computer Network Architecture, Circuit switching, Packet And Message Switching, Network Structure. Physical Layer, Data Link Layer, Framing. Retransmission algorithms.

Multiple access and Aloha. CSMA/CD and Ethernet. High Speed LANs and topologies. Broadcast routing and spanning trees.

TCP/IP Stack. IP Networks and Internet. DNS and Firewalls. Intrusion Detection and Prevention.

Transport layer and TCP/IP. Network Management And Interoperability.

PAPER - II

System Analysis and Design

System concept: Definition and characteristics, elements and boundaries, types of system development lifecycle, recognition of needs, feasibility study, prototyping, role of system analyst.

System planning and tools like DFD, data dictionary, decision trees, structured analysis and decision tables.

IPO charts, structured walkthrough, input output form design, requirement and classification of forms, layout considerations form control, object oriented Design Concepts and methods.

Software Life Cycle, Software Engineering paradigms.

System analysis: Feasibility study requirement analysis, Cost benefit analysis, Planning systems, Analysis tools and techniques.

System Design: design fundamentals, Modular Design, Data and procedural design, object oriented design.

System Development: Code documentation, Program design paradigms, Efficiency Consideration.

Verification, Validation and Testing: testing methods, Formal Program Verification, Testing Strategies.

Software Maintenance: Maintenance Characteristics, Maintainability, Maintenance tasks and side effects.

Programming Concepts

Introduction: Internet, Java as a tool for internet applications, Byte Code and its advantages.

Object Oriented Programming and Design: Review of Abstraction, Objects and other basics, Encapsulation, Information hiding, Method, Signature, Classes and Instances, Polymorphism, Inheritance, Exceptions and Exception Handling with reference to object modeling, Coupling and Cohesion in object oriented software. Object Oriented Design – Process, Exploration and Analysis.

Java Programming Basics: Variables and assignments, Input and Output, Data Types and Expressions, Flow of control, Local variables, Overloading Parameter passing, this pointer, Java Object Oriented Concepts: Use of file for I/O, Formatting output with stream functions, Character I/O, Inheritance, Public and private members, Constructors for initializations, Derived classes, Flow of Control Arrays-Programming with arrays, arrays of classes, arrays as function arguments, Strings, Multidimensional arrays, Arrays of strings, vectors, Base classes.

Introduction to JSP, RMI, Java Applets and servlets.

Introduction to DotNet framework and visual programming interface.

Note for general guidance:

- (i) The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.
- (ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.
- (iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- (iv) Questions of question paper of examination may be of multiple choice types or descriptive type or both types.
- (v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive questions of the examination paper(s)."

¹⁰⁷ Deleted ⁰ SYLLABUS FOR COMPETITIVE EXAMINATION FOR
DIRECT RECRUITMENT TO THE POST OF ASSISTANT PROGRAMMER

A candidate must appear in all the papers. The marks and time allowed for each paper shall be as under:-

Name of Papers	Marks	Time
i) Aptitude Test and General Awareness in Information Technology	100	2 Hours
ii) Information Technology Concepts	100	2 Hours

SCOPE OF PAPERS
Written Examination

Paper-I

Aptitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning, General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Part-II

Information Technology Concepts

Overview of the Computer System, Computer Application and Organizations, Anatomy of a Computer, Representation of Data (Digital versus Analog, Digital Number System) Operating System (Windows, UNIX, LINUX), Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point) and IT in Society.

Introduction/Basics of all Operating System, UNIX and Shell Programming.

Operating System Concepts, File Systems, Process Management, File Attributes, VI Editors.

DBMS (MS-Access), Knowledge of Business Data Processing, Concepts of files, Principles and Programming Techniques, Visual Foxpro and Business Applications, RDBMS (SQL), Data Base Architecture and Modeling, Entity Relationship Model, Relational Model, Backup & Recovery.

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Introduction to TCP/IP, World Wide Web Browsers, e-mail, File Transfer Protocol, Telnet, Web publishing, HTML Interactivity Tools, Multimedia and Graphics, Internet Security Management Concepts (Firewalls), Voice Mail and Video Conferencing, Introduction to e-Commerce, Creating & Maintaining Websites.

Algorithms for Problem Solving, Introduction to C Language, Programming in C and C++, Conditions and ^Ω "Loops, Arrays", Functions.

Introduction, System Analysis, System Development Cycle, System Planning, Modular & Structured Design, System Design and modeling, Administering File Systems.

Elementary Knowledge:

Object Oriented Programming (OOPs) in Visual Basic and JAVA Programming Elements, Integrated Development Environment, Working with Forms, Basic Active X Controls, Graphics with VB, Windows API and DLLs, Computer Architecture, Basic Component Organization, Introduction & Applications of Computer Graphics, Graphics Devices, 3-D Graphics, Animation.

Note for general guidance:

- (i) The Standard of the paper will be that of a Degree Examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.
- (ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.
- (iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- (iv) Questions of question paper of examination may be of multiple choice types or descriptive type or both types.
- (v) Credit will be given for orderly, effective and exact expression combined due economy of words in all descriptive questions of the examination paper(s)." vide Notification No. F. 5(2)DOP/A-II/91 Dated 10-01-2013.

^Ω

Substituted for "Loops Arrays," vide Notification No. F. 5(2)DOP/A-II/91 Dated 26-09-2011.

⁰

Substituted for ^Γ "Syllabus and scope of papers for the Computer Operator's Competitive Examination.

A candidate must appear in all the papers. The time allowed for each paper shall be as under:-

Name of Paper	Marks	Time
Aptitude Test and General Awareness in Information Technology (Computers)	45	1 Hour
Fundamentals of Computers	45	2 Hour

SCOPE OF PAPER

Paper - I Aptitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning, General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Paper - II Fundamentals of Computers

Definition and functions of various components of computers, Primary and Secondary Storage concepts, Data Storage Media, Input/output devices and their functions, classification of computers and related characteristics, Spectrum of Computer System in India and Rajasthan. Representation of Data.

Concept of Programming aids and techniques - Algorithm, Flowcharting & Pseudo codes, Concept of Data structures, File Organisation & maintenance (Sorting, Searching, Merging etc.) & various Data Processing Methods, Security provisions required for on line and batch processing systems.

Operating Systems, Low and High Level Languages, Characteristics and differences in System and Application Software. Features/Characteristics of Personal Computers, Characteristics of general packages like word-processing, database, spread sheet etc. on Personal Computers. PC Operating System and Operations, Utility Software Packages, Business Software Packages, Text Manipulation, Data Analysis, Data Management & Desk Top Publishing under DOS, UNIX & WINDOWS Environment.

Computer Operation - Connecting & configuring various peripherals of Computer, Install/Uninstall different Hardware and Software (OS, Utilities and Application Packages), essential operations under LAN/WAN. Maintenance - Overall maintenance of Hardware & Software, House Keeping work for Data Processing Unit.

Data Entry/Verification methods, sources of Input data, Data corrections, input/output control for data validity, error detection, Backup and retrieval methods.

Note for general guidance :-

The standard of the paper will be that of a Degree Examination of a University established by law in India. A brief outline of the

108“SCHEDULE-V”

(See Rule 18)

109 Syllabus and Scope of Competitive Examination for the Post of 110“Informatics Assistant”

scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or Partly in English unless specifically allowed to do so.

If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination.” vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-04-2011.

f Substituted for "Syllabus and scope of papers for the Computer Operator's Competitive Examination.

A candidate must appear in all the papers. The time allowed for each paper shall be 2 hours.

Name of Paper:-	Marks
Aptitude Test and Fundamentals of Computers	90

SCOPE OF PAPER

Part - I Aptitude Test

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning.

Part - II Fundamentals of Computers

Definition and function of various components of computers, Primary and Secondary Storage concepts, Data Storage Media, Input/Output devices and their functions, classification of computers and related characteristics.

Operating System, Low and High Level Languages, Characteristics and differences in System and Application Software.

Features/Characteristics of Personal Computers, Characteristics of general packages liked word processing, database, spread sheet etc. on Personal Computers. PC Operating System and Operations.

Data Entry/Verification methods, sources of input data, Data corrections, input/output control for data validity, error detection, Backup and retrieval methods.

PERSONALITY AND VIVA-VOCE EXAMINATION (See Rule No. 24)

(1) Candidates who obtain such minimum qualifying marks in the written test as may be fixed by the Appointing Authority, in their discretion shall be summoned by them for interview, which carries 10 marks.

(2) The standard of the paper will be that of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(3) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or Partly in English unless specifically allowed to do so.

(4) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(5) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination.” vide Notification No. F. 5(2)DOP/A-II/91 Dated 29-05-1997.

108 Renumbered for "Schedule-VI" vide Notification No. F. 5(2)DOP/A-II/91 Dated 01-12-2011.

109 Substituted for “Syllabus and scope of papers for the Data Entry Operator Competitive Examination.

The marks and time allowed for Part-I and Part-II shall be as mentioned hereunder:-

Part I - Written Examination :

A Candidate must appear in both the papers.

Name of Paper	Marks	Time
Paper-I : Aptitude Test and General Awareness in Information Technology	30	1 Hour
Paper II - Fundamentals of Computers	70	2 Hours

Part II - Speed Test :

Bilingual (Hindi &English)	120	30 Minutes
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SCOPE OF PAPER

Part I - Written Examination

Paper-I Aptitude Test and General Awareness in Information Technology(Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning, General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Paper - II Technical Theory (I.T.)

Overview of the Computer System, Computer System, Computer Application and Organisations, Anatomy of a Computer, Representation of Data (Digital versus Analog, Digital Number System) Operating System (Windows, UNIX, LINUX), Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point) and IT in Society.

DBMS (MS-Access), Knowledge Business Data Processing, Concepts of files, Principles and Programming Techniques, Visual Foxpro and Business Applications, RDBMS (SQL).

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Introduction to TCP/IP, World Wide Web Browsers, e-mail, File Transfer Protocol, Telenet, Web publishing, HTML Interactivity Tools, Multimedia and Graphics, Internet Security Management Concepts (Firewalls), Voice Mail and Video Conferencing, Introduction to e-Commerce, Creating & Maintaining Websites.

Algorithms for Problem Solving, Introduction to C Language, Programming in C and C++, Conditionals and Loops Arrays, Functions.

Elementary Knowledge:

Object Oriented Programming (OOPs) in Visual Basic and JAVA Programming Elements, Integrated Development Environment, Working with Forms, Basic Active X Controls, Graphics with VB, Multiple Document Interface, Error Handling, Initials of Programming with VB, Windows API and DLLs.

Part II - Speed Test

A speed test of bilingual (Hindi &English) nature will be taken on Computer Machines.

Those of the candidates obtaining 40% marks in the written examination shall be considered to have obtained qualifying marks for the Speed Test. However, the minimum qualifying marks for SC/ST candidates shall be 36%

The number of candidates to be admitted to the Speed Test will be three times the advertised vacancies (category wise).

Note for general guidance:

1. The standard of the paper will be that of a Degree Examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

The examination shall be in two parts. Only those candidates who qualify in the Part-I of the examination will be eligible for appearing in the Part-II of the examination. The marks and time allowed for Part-I of the examination and time allowed for Part-II of the examination shall be as under:-

Part I - Written Examination	Maximum Marks	Time
Aptitude Test, General Awareness in Information Technology and Fundamentals of Computer	100	3 Hours
Part II – Qualifying Typing Speed Test:		Time
(a) Hindi		15 Minutes
(b) English		15 Minutes

Note: No marks shall be given in the Qualifying Typing Speed Test and merit list will

- All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.
- If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination." vide DOP Notification No. F. 5(2)DOP/A-II/91 Dated 10-01-2013.

£ Substituted for ^δ Syllabus and scope of papers for the Data Entry Operator Competitive Examination.

The marks and time allowed for Part-I and Part-II shall be as mentioned here under:-

Name of Paper	Marks	Time
(i) Aptitude Test and Fundamentals of Computers	45	1 Hour
(ii) Speed Test	45	30Minutes

SCOPE OF PAPER

Paper - I Aptitude Test and Fundamentals of Computers

Problems solving, Data Interpretations, Data Sufficiency, Logical Reasoning and Analytical Reasoning.

Definition and functions of various components of computers, Primary and Secondary Storage concepts, Data Storage Media, input/output devices and their functions, classifications of computers and related characteristics.

Concept of Operating Systems, Low and High Level Language, Characteristics and differences in System and Application Software.

Features/Characteristics of personal Computers, Characteristics of general package like word-processing, database, spread sheet in English as well as Hindi Languages on Personal Computers. PC Operating System and Operations. Concept of Desk Top Publishing under DOS & WINDOWS environment in English as well as Hindi Language.

Data Entry/verification methods, sources of input data, Data corrections, input/output control for data validity, error detection, Backup and retrieval methods.

paper-II Speed Test

- A speed test of bilingual (Hindi & English) nature will be taken on Computer Machines.
- All candidates must appear for Paper-1. The number of candidates to be admitted to the speed test will be 3 (Three) times the advertised vacancies (category-wise) but in the said range all those candidates who secure the same percentage of marks in Paper-I as may be fixed by the Appointing Authority will be admitted to the speed test i.e. Paper-II. However, under no circumstances the aforesaid range shall be below 40% marks in Paper-I, and in case of SC/ST Candidates shall be below 36% marks rounded off to the nearest number i.e. 16 marks.

Note for general guidance:-

- The standard of the paper relating to Fundamental of Computers will be that of a Degree Examination of a University established by law in India. A brief outline of the scope of each paper is given in the Schedule for general guidance of candidates but is not intended to be exhaustive.
- All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or Partly in English unless specifically allowed to do so.
- If a candidates' hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination." vide Notification No. F. 5(2)DOP/A-II/91 Dated 25-10-2007.

^δ Substituted for "Syllabus and scope of papers for the Data Entry Operator's Competitive Examination.

A candidate must appear in all the papers. The time allowed for each paper shall be 30 minutes.

Name of paper/Test	Marks
Speed Test	90

SCOPE OF PAPER/TEST

A speed test will be taken on data entry machines and minimum speed for qualifying test will be 8,000 depressions per hour.

PERSONALITY AND VIVA-VOCE EXAMINATION (See Rule No. 24)

Candidates who obtain such minimum qualifying marks in the written test as may be fixed by the Appointing Authority, in their discretion shall be summoned by them for interview, which carries 10 marks.

- The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of Candidates but is not intended to be exhaustive.
- All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.
- If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination." vide Notification No. F. 5(2)DOP/A-II/91 Dated 29-05-1997.

¹¹⁰ Substituted for "Data Entry Operator" vide Notification No. F. 5(2)DOP/A-II/91 Dated 28-06-2008

be prepared only on the basis of marks obtained in the Part-I of the examination but only those candidates, who qualify the Typing Speed Test, shall be eligible for inclusion in the merit list.

Syllabus of Part-I - Written Examination

Aptitude Test, General Awareness in Information Technology and Fundamentals of Computer:

- (a) Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning, Mental Ability and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.
- (b) Overview of the Computer System including input-output devices, pointing devices, and scanner.
- (c) Introduction to Operating System, Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point), DBMS Software (MS-Access).
- (d) Representation of Data (Digital versus Analog, Number System – Decimal, Binary & Hexadecimal), Introduction to Data Processing, Concepts of files and its types.
- (e) Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Search Services/Engines, Introduction to online & offline messaging, World Wide Web Browsers, Web publishing, Creation & maintenance of Websites, HTML Interactivity Tools, Multimedia and Graphics, Voice Mail and Video Conferencing, Introduction to e-Commerce.
- (f) Security: Protecting Computer Systems from viruses & malicious attacks, Introduction to Firewalls and its utility, Backup & Restoring data.
- (g) Algorithms for Problem Solving, Introduction to C Language, Principles and Programming Techniques, Introduction of Object Oriented Programming (OOPs) concepts, Introduction to “Integrated Development Environment” and its advantages.

Part–II - Typing Speed Test

Speed tests in Hindi and English languages on Computer Machine shall be taken of only those candidates who have qualified the Part-I of the examination. The number of candidates to be admitted to the Part-II of the examination (Qualifying Typing Speed Test) shall be about three times of the advertised vacancies (category wise).

Note for general Guidance

1. The standard of the paper will be that of a Degree Examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.
2. If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him/her.
3. Questions of question paper of examination may be of multiple choice types or descriptive type or both types.
4. Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive questions of the examination paper(s)."

By Order and in the name of the Governor,

Joint Secretary to the Government