



सत्यमेव जयते



# राजस्थान सचिवालय मंत्रालयिक सेवा नियम, 1970

(दिनांक 30.04.2023 तक संशोधित)

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

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

**GOVERNMENT OF RAJASTHAN  
APPOINTMENTS (A-II) DEPARTMENT**

**F. 1(22)Apptts.(A-II)/64**

**Jaipur, dated 29.04.1970**

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article, 309 of the Constitution of India, the Governor of Rajasthan makes the following Rules regulating recruitment to, and conditions of service of persons appointed to the Ministerial Service of the Rajasthan Secretariat, namely:-

**THE RAJASTHAN SECRETARIAT MINISTERIAL SERVICE RULES, 1970**

**PART I - General**

**1. Short title and commencement:-** (1) These Rules may be called the Rajasthan Secretariat Ministerial Service Rules, 1970.

(2) They shall come into force at once.

**2. Definition:-** In these Rules, unless there is anything repugnant in the subject or context:-

- (a) "Appointing Authority" means the Deputy Secretary to the Government dealing with the Secretariat Ministerial Establishment;
- (b) "Commission" means the Rajasthan Public Service Commission;
- (c) "Committee" means the Departmental Promotion Committee referred to in rules 25 and 26;
- (d) "Direct Recruitment" means recruitment made otherwise than by promotion as prescribed in part IV of these Rules;
- <sup>1</sup>(e) "Government and state" means, respectively, the Government of Rajasthan and the State of Rajasthan;
- (f) "Junior Diploma Course" means the Junior Diploma Course in the Secretariat and the Business Trading leading to the award of the Junior Diploma by the Universities in Rajasthan;
- <sup>2</sup>(g) "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to a post in the service on the basis of regular selection under the provisions of these rules or the rules or order superseded by these rules.
- (h) "Schedule" means Schedule appended to these Rules;
- (i) "Service" means the Rajasthan Secretariat Ministerial Service;
- <sup>3</sup>(j) "Substantive Appointment" means an appointment made under the provisions of these Rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these Rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period;

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<sup>1</sup> Substituted for "(e)"Government" and "State" means, respectively, the Government and the State of Rajasthan." vide Notification No. F. 7(10)DOP/A-II/74, dated 10-02-1975.

<sup>2</sup> Substituted for "(g) "Member of the Service" means a person appointed in a substantive capacity to a post in the Service under the provisions; of these Rules or the Rules or Orders superseded by rule 38 and includes a person placed on probation against a permanent post;" vide Notification No. F. 7(1)DOP/A-II/96, dated 10-10-2002.

<sup>3</sup> Substituted for "(j) "Substantive appointment" includes appointment to the Service on probation." vide Notification No. F. 7(3) DOP(A-II)/ 73, dated 5-07-1974

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

(k) "Year" means the financial year commencing from the first April every year;

<sup>4</sup>(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 post, 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 work done 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.

**3. Interpretation:-** Unless the context otherwise requires the Rajasthan General Clauses Act, 1955 (Rajasthan Act No. 8 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 Service shall consist of four groups.

(2) The nature of posts included in each group of the Service shall be as specified in column 2 of Schedule I.

(3) The strength of posts in each group 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;
- (b) Leave unfilled or hold in abeyance or abolished or allow to lapse any post, permanent or temporary, from time to time, without thereby entitling, any person to any compensation.

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<sup>4</sup> Substituted for \*“(l) "Service" or "Experience" whenever 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 person holding such posts in substantive capacity shall include the period for which the person has continuously worked on such post after regular recruitment in accordance with the Rules promulgated under proviso to Article 09 and shall also include the experience gained by officiating, temporary or ad hoc appointment, if such appointment is in the regular line of promotion and was not of stoppage or fortuitous nature or invalid under any law and does not involve supersession of any senior official, except when such supersessions was either due to want of prescribed academic and other qualifications, unfitness or non-selection by merit or the default of the senior official concerned, £"or when such ad hoc or urgent temporary appointment was in accordance with seniority- cum-merit".

Note: (1) Absence during service e.g. training and deputation which are treated as "duty" under the R.S.R. shall also be counted as service for computing minimum experience of service required for promotion.

<sup>@</sup> [(2) When a member of the Service, holding the post of Private Secretary or Personal Assistant, as the case may be, had been found suitable in the parent cadre for promotion to higher post by the Departmental Promotion Committee or would have been promoted to higher post on urgent temporary basis but is not relived in public interest, the period with effect from the date he is so entitled for promotion or his junior takes charge of such post, whichever is latter, shall be counted as service or experience on which he would have been so promoted.]” vide Notification No. F. 6(2)DOP/A-II/71, dated 28.08.1982.

\* Inserted vide Notification No. F. 6(2)Appts.(A-II)/71-I, dated 9-10-1975. Effective from 27-03-1973

£ Inserted vide Notification No. F. 6(2) Appts./A-II/71, dated 13-7-1976. Effective from 1-01-1976.

@ Inserted vide Notification No. F. 6(2)Appts/DOP/A-II/76, dated 4.06.1977. Effective from 1.01.1976.

### PART - III - Recruitment

**5. Methods of recruitment:-** <sup>5</sup>“(1)” Recruitment to the Service after the commencement of these Rules, shall be made by the following methods:-

- (a) direct recruitment as laid down in column No.3 of the Schedule I in accordance with Part IV of these Rules;
- (b) promotion as laid down in column No.3 of the Schedule I in accordance with Part V of these Rules :

<sup>6</sup>“(2) Recruitment to the service by the aforesaid method shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the Rules/Schedule of the total cadre strength as sanctioned for each category from time to time.”

Provided-

- (1) that if the Appointing Authority is satisfied that suitable persons are not available for appointment by either method of recruitment in a particular year, appointment by the other method may be made in the same manner as prescribed in these Rules;
- <sup>7</sup>(2) that the Appointing Authority may appoint a physically handicapped person to any post, of the service in accordance with the provisions of the Rajasthan Employment of Physically Handicapped Rules, 1976. Such appointment shall be treated as regular appointment.
- <sup>8</sup>(3) that the persons recruited temporarily on or before 1-9-1968 as <sup>\*</sup>“Clerk Grade- II” shall be made permanent subject to clear vacancies being available and their work found satisfactory on the following principles:-
  - (i) the <sup>\*</sup>“Clerk Grade- II” shall be confirmed according to the year of their recruitment;
  - (ii) within the same year of recruitment the J.D.C. passed and P.S.C. selected candidates shall have preference for confirmation in that order, over the <sup>\*</sup>“Clerk Grade- II” recruited in an ad hoc manner;
  - (iii) the J.D.C. passed candidates of a particular year shall have preference over P.S.C. selected candidates of the same year;
  - (iv) if out of the <sup>\*</sup>“Clerk Grade- II” recruited in an ad hoc manner in a particular year there are some who have passed the JDC/PSC examination in subsequent year they shall be given preference in confirmation over the other ad hoc <sup>\*</sup>“Clerk Grade- II” of the year, provided that a person who has passed P.S.C. examination in an earlier year shall, rank senior to a person who has passed J.D.C. examination in a subsequent year.

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<sup>5</sup> Numbered as sub rule (1); vide Notification No. F. 7(2)DOP/A-II/81, dated 13-11-1996.

<sup>6</sup> Added vide Notification No. F. 7(2)DOP/A-II/1981, dated 13-11-1996.

<sup>7</sup> Substituted for “(2) that the Appointing Authority may appoint a blind or a physically disabled person to any post in the Service provided he possesses minimum academic qualifications as laid down in these Rules for the post has received training for such a post at any recognised institute and is otherwise found suitable for the post” vide Notification No. F. 3(9)DOP/A-I/80, dated 7-12-1989

<sup>8</sup> Substituted for “(3) that the persons recruited temporarily on or before 1-9-1968 as Lower Division Clerks shall be made permanent subject to clear vacancies being available and their work being found satisfactory.

A person working as Lower Division Clerk and his work not being found satisfactory, shall be removed from Service - (i) by giving him one month's notice, if he has served temporarily in connection with the affairs of the State for less than three years, (ii) by following the procedure as laid down in the Rajasthan Service (Classification, Control and Appeal) Rules, 1953, if he has served for more than three years.” vide Notification No. F. 3(15)DOP/A-II/75, dated 29-11-1975. Effective from 5-05-1970.

\* Substituted for " Lower Division Clerks " vide order No. F. 7(2)DOP/A-II/2006 dated 30-09-2014 w.e.f. 1.07.2013

A person working as \*<sup>\*</sup>“Clerk Grade- II” whose work is not found satisfactory shall be removed from service-

- (i) by giving him one month's notice if he has served temporarily in connection with the affairs of the State for less than three years;
- (ii) by following the procedure as laid down in the Rajasthan Civil Service (Classification, Control and Appeal) Rules, 1958, if he has served for more than three years.

<sup>9</sup>"(4) that a person who was appointed temporarily as <sup>δ</sup>“Clerk Grade - I” before 1<sup>st</sup> January, 1962 against a post to be filled in by direct recruitment and -

- (a) could not pass the examination held by the Appointing Authority after the said date; or
- (b) did not appear in the said examination, shall be confirmed as <sup>δ</sup>“Clerk Grade- I” provided he passes the examination to be held only once hereafter by the Appointing Authority in such manner and subject to such conditions as may be laid down by the Government.

(5) that recruitment to fill 50% of the vacancies of Stenographers in a particular period of recruitment shall be made by selection from amongst such of the <sup>θ</sup>“Clerk Grade- II/Clerk Grade- I” of the Secretariat who have passed the <sup>10</sup>“qualifying” examination prescribed for the Stenographers in these Rules subject to availability of such persons."

<sup>11</sup>"their selection shall, notwithstanding anything contained in Part V of these Rules be deemed to be promotion with effect from the date of their selection. If in any year, the requisite number of such candidates is not available, the remaining vacancies shall also be filled by direct recruitment through competitive examination according to the procedure laid down in Part IV."

<sup>Γ</sup>(5-A) that nothing in these Rules shall preclude the Appointing Authority from making substantive appointment to the post of Stenographer subject to

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\* Substituted for "Lower Division Clerks " vide Notification No. F. 7(2)DOP/A-II/2006 dated 30-09-2014 w.e.f. 1.07.2013

<sup>δ</sup> Substituted for "Upper Division Clerks " vide Notification No. F. 7(2)DOP/A-II/2006 dated 30-09-2014 w.e.f. 1.07.2013

<sup>θ</sup> Substituted for "Lower Division Clerk/Upper Division Clerks" vide Notification No. F. 7(2)DOP/A-II/2006 dated 30-09-2014 w.e.f. 1.07.2013

<sup>9</sup> Substituted for "(4) that the persons recruited temporarily as Upper Division Clerk before 1-01-1962, and who -

(a) could not pass the examination held by the Appointing Authority after the above date; or

(b) did not appear in the same examination, shall be confirmed only -

(i) on their passing the J.D.C. Examination by securing at least 65% marks in such an Examination; or

(ii) on their passing Competitive Examination held by the Commission;" vide Notification No. F. 10(1)Appts.(A)/ 55, Part XXV, dated 10-05-1972.

<sup>10</sup> Substituted for "Competitive." vide Notification No. F. 3(4)DOP/A-II/77, dated 15-03-1978.

<sup>11</sup> Substituted for "If in any year the requisite number of such candidate is not available, the remaining vacancies shall also be filled by direct recruitment through Competitive Examination as mentioned in Part - II of Schedule II, vide Notification No. F. 2(9)DOP/B-I/ 75,dated 18-08-1975 Effective from 5-05-1970.

<sup>Γ</sup> Substituted for "5A. that nothing in these Rules shall preclude the Appointing Authority from making substantive appointment to the posts of Stenographer subject to the availability of the vacancies from amongst the persons who were holding the post of Stenographer or Steno typist either in temporary or ad hoc capacity in the Rajasthan Secretariat on 05-05-1970 or 15-09-1972 and whose work is found satisfactory by the Appointing Authority and who held either of the following qualifications and experience on such date -

(a) Graduate from a University established by Law in India with Shorthand as one of the subjects or holder of a diploma in Shorthand;

Or

(b) Passed the higher Secondary Examination from the Rajasthan Board of Secondary Education or an equivalent examination with shorthand as one of the subjects and must have put in two years service as Stenographer or Steno typist excluding breaks, if any;

Or

(c) Those Stenographers or Steno typist who have put in two years' service as such on 15-09-1972 in the Rajasthan Secretariat excluding breaks, if any and who are certified by the Appointing Authority to have worked satisfactorily and have also passed competitive examination mentioned in Part II of Schedule II either in English Shorthand or Hindi Shorthand apart from passing the English and Hindi typewriting tests." vide Notification No. F. 3(4)DOP/A-II/77, dated 15-03-1978.

availability of vacancies amongst the persons <sup>δ</sup>"who were continuously holding the post of Stenographers or the Steno typist, as the case may be, either in temporary or ad hoc capacity in the Rajasthan Secretariat on or before 23-5-1979 and also continuously holding the post on 23-1-1985" and whose work in found satisfactory by the Appointing Authority and who fulfilled either of the following qualification on such date

- (a) have passed a Degree Examination from a University established by Law in India or qualifications declared equivalent with Stenography as one of the papers.

Or

- (b) have passed Higher Secondary Examination from a recognised Board of Secondary Education with Stenography as one of the papers or passed the Stenography Examination held by the Harish Chandra Mathur State Institute of Public Administration or Bhasha Vibhag or O&M Examination in Stenography or passed the Diploma Examination held by an Industrial Training Institute.

Notes:- (1) A recognised School Leave Certificate/Diploma obtained prior to the year 1958 shall be considered equivalent to Higher Secondary Board Certificate and shall be considered as having fulfilled the qualification mentioned under clause (b) of this proviso.

- (2) The persons having qualification higher than Higher Secondary Examination with necessary Shorthand and Type writing Examination shall also be considered as having fulfilled the qualification mentioned under clause (b) of this proviso.

<sup>12</sup>Deleted.

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<sup>12</sup> Deleted previous proviso "(5-B). that the second recruitment to the posts of Stenographers after the commencement of these Rules shall be made from amongst Stenographers and Steno typist who are working in a temporary or in an ad hoc capacity in the Rajasthan Secretariat on the date of commencement of these Rules and who have put in two years service as such in the Rajasthan Secretariat excluding breaks, if any, on the date of such commencement and subject to the following conditions and in the following manner :-

(a) only those Stenographers or Steno-typist shall be eligible who are certified by the Appointing Authority to have worked satisfactorily; and

(b) they shall have to pass the competitive examination mentioned in Part II of Schedule II either in English shorthand or in Hindi shorthand and not in both apart from passing the English and Hindi typewriting test" vide Notification No. F. 2(44) DOP/B-I/70, dated 13-12-1974.

<sup>δ</sup> Substituted for "who were holding the post of Stenographer <sup>θ</sup>"or the steno typist, as the case may be," either in temporary or adhoc capacity in the Rajasthan Secretariat on or before <sup>£</sup>"23.05.1979" and shall be deemed to have been substituted w.e.f. 23-01-1985.

<sup>θ</sup> Inserted vide Notification No. F. 3(4)DOP/A-II/77 dated 23.05.1979 and Corrigendum of even No. dated 6.08.1979

<sup>£</sup> Substituted for \*"31.07.1977" vide Notification No. F. 3(59)DOP/A-II/84 dated : 23.01.1985.

\* Substituted for "1.01.1976" vide Notification No. F. 3(4)DOP/A-II/77 dated : 23.05.1979.

- <sup>13</sup>(5B) Notwithstanding anything contained in the recruitment appointment, promotion, seniority and confirmation etc. of a person who joins the Army/Air Force/Navy during an Emergency shall be regulated by such orders and instructions as may be issued by the Government from time to time provided that these are regulated mutatis mutandis according to the instructions issued on the subject by the Government of India.
- <sup>14</sup>(6) that persons appointed temporarily as Stenographers <sup>15</sup>“or the Stenotypist, as the case may be,” prior to <sup>16</sup>“23-5-1979” who are not covered under proviso 5-A shall be treated as regularly appointed Stenographers subject to availability of vacancies and on their passing a speed test in Hindi and English Stenography and type-writing of a standard prescribed for the Higher Secondary Examination, to be held by <sup>17</sup>“the Harish Chandra Mathur State Institute of Public Administration in English Stenography and type-writing in the English and by the Bhasha Vibhag in Hindi Stenography and type-writing in Hindi”. Not more than <sup>18</sup>“three” chances shall be given for passing the speed test.
- Such persons who do not appear in or fail to pass the aforesaid test after promulgation of these Rules shall be liable to be reverted or have their services terminated, as the case may be.
- <sup>19</sup>(6-A) that the persons appointed temporarily as Stenographers, and who have attained the age 40 years and are not covered under proviso 5-A shall be regularly appointed as Stenographers subject to availability of vacancies on their passing a speed test in Hindi Stenography and Typewriting or in English Stenography and Type-writing, as the case may be, of a Standard prescribed for the Higher Secondary Examination to be held by the Appointing Authority. Not more than two chances shall be given for passing the said test.
- Such persons who do not appear in or fail to pass in both the aforesaid tests after promulgation of these rules shall be liable to be reverted to the post-held by them prior to their temporary appointment as Stenographers or in other cases their services shall be terminated, as the case may be.

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<sup>13</sup> Inserted New Proviso vide Notification No. F. 21(12)Appts.(C)/55, Part II dated 29-08-1973, effective from 29-10-1963.

<sup>14</sup> Inserted vide Notification No. F. 3(4)DOP(A-II)/77, dated 15-03-1978.

<sup>15</sup> Inserted vide Notification No. F. 3(4)DOP/A-II/77, dated 23-05-1979.

<sup>16</sup> Substituted for <sup>4</sup>“31.7.1977” vide Notification No. F. 3(59)DOP/A-II/84, dated 23-01-1985.

<sup>4</sup> Substituted for “1-01-1976” vide Notification No. F. 3(4)DOP/A-II/77, dated 23-05-1979.

<sup>17</sup> Substituted for “an Institution recognised by the Government”, vide Notification No. F. 3(4)DOP/A-II/77, dated 23-05-1979.

<sup>18</sup> Substituted for “two” vide Notification No. F. 3(4)DOP/A-II/77, dated 23.05.1979.

<sup>19</sup> Added vide Notification No. F. 3(4)DOP/A-II/79, dated 27-12-1978.

- (7) that recruitment to the post of <sup>20</sup>“Vidhi Rachnakar/Translators can also be made temporarily by re-employment of a person who has retired as a <sup>20</sup>“Vidhi Rachnakar/Translator/Assistant Head Translator” or <sup>20</sup>“Varishtha Vidhi Rachnakar/ Head Translator”;
- <sup>21</sup>(8) Deleted.
- <sup>22</sup>(9) that a surplus person of office of the Accountant General, Rajasthan, recruited directly as <sup>δ</sup>“Clerk Grade - I” in the Rajasthan Secretariat in a temporary capacity prior to 31.5.56 shall be appointed substantively only after the substantive appointment on permanent posts of persons officiating as <sup>δ</sup>“Clerk Grade - I” in the Secretariat from the dates prior to the recruitment of such person in the Secretariat.
- <sup>23</sup>(10) Deleted.
- <sup>24</sup>(11) that notwithstanding anything contained in these Rules, the persons who were appointed temporarily as Stenographers in the Secretariat and have put in ten years service as Stenographer or Steno-typist on 1.10.1976, excluding breaks, if any, and have not passed the test prescribed under clause (c) of proviso 5-A and are certified by the Appointing Authority to have worked satisfactorily shall hereafter be given one more chance to pass the test prescribed under clause (c), proviso 5-A.

The persons who fail to pass the said test may be offered to be appointed against vacant posts of <sup>\*</sup>“Clerk Grade- II” if they are willing to be so appointed. If they were not willing to be so appointed, their services shall be liable to be terminated.

<sup>20</sup> Substituted for "Translators & Head Translator" vide Notification No. F. 2(133)Appts.(B-I)/71, dated 05.05.1972.

<sup>21</sup> Deleted <sup>μ</sup>“(8) that the Government may fill any post of any cadre of the service by transfer of a person holding ministerial post in any other Department other than Secretariat, up to a limit of 25% of each category of post.” vide Notification No. F. 7(2)DOP/A-II/99, dated 17-04-2002

<sup>μ</sup> Substituted for “(8) that where the Government decides to fill any post in any cadre of the staff by transfer of a person holding a ministerial post in any Non-Secretariat Department, it may prescribe such conditions as may be considered necessary subject to which such transfer may be made;” vide Notification No. F.7(2)DOP/A-II/99, dated 12-01-2000

<sup>22</sup> Inserted vide Notification No. F. 8(8)Appts.(B-1)/65, dated 26-08-1972. Effective from 05-05-1970.

<sup>23</sup> Deleted “(10) that persons directly recruited as Commercial Accounts Clerks in the Rajasthan Secretariat and confirmed on such posts after passing a written test prescribed for such posts on or after 5-7-1958 but not later than 10-10-1960 shall be absorbed substantively in the regular cadre of U.D.C/A.C. of the Secretariat with designation as Commercial A/c with special pay Rs.15/- per month and; due seniority shall also be assigned to them in that cadre on the basis of the date of their substantive appointment as Commercial A/c. vide Notification No. F. 3(4)DOP/A-II/77, dated 15-03-1978.

<sup>\*</sup> Substituted for "Lower Division Clerks" vide order No. F. 7(2) DOP/A-II/2006 dated 30.09.2014 w.e.f. 1.07.2013

<sup>δ</sup> Substituted for "U.D.C." vide order No. F. 7(2) DOP/A-II/2006 dated 30.09.2014 w.e.f. 1.07.2013

<sup>24</sup> Added vide Notification No. F. 3(7)DOP/A-II/70, dated 30-03-1977.

- <sup>25</sup>(12) that persons directly recruited as Telephone Operators in accordance with the provisions of the Rajasthan Secretariat Ministerial Staff Rules, 1956 or in accordance with the provisions of these Rules and confirmed on such posts shall be deemed to have been appointed to the posts of \*<sup>25</sup>“Clerk Grade- II” from the date of their appointment as Telephone Operators and due seniority shall also be assigned to them in the cadre of \*<sup>25</sup>“Clerk Grade- II” on the basis of <sup>26</sup>“the date of their confirmation on the post of Telephone Operators.” Such persons shall be considered for promotion to the post of <sup>δ</sup>“Clerk Grade - I” by the Departmental Promotion Committee and shall on selection by the Departmental Promotion Committee by appointed by promotion to the posts of <sup>δ</sup>“Clerk Grade - I” with effect from the date they would have been appointed as such on the basis of their seniority in the cadre of \*<sup>25</sup>“Clerk Grade- II”. Subject to other conditions as prescribed in the rules being fulfilled such persons shall be eligible for confirmation on the posts of <sup>δ</sup>“Clerk Grade - I” with effect from the date their immediate juniors were confirmed as <sup>δ</sup>“Clerk Grade- I”. They shall be assigned seniority in the cadre of <sup>δ</sup>“Clerk Grade - I” with effect from the date their immediate juniors were appointed by promotion and confirmed as <sup>δ</sup>“Clerk Grade - I”.
- <sup>27</sup>(13) Notwithstanding anything contained in the rules are the Schedule, out of the total No. of vacancies of the \*<sup>27</sup>“Clerk Grade- II” determined for the year 1992,1993, 85% of the vacancies shall be filled in by promotion in accordance with these rules from amongst the class-IV employee who are eligible for promotion to the post of \*<sup>27</sup>“Clerk Grade- II”.
- <sup>28</sup>(14) Notwithstanding anything contained in these rules, the persons who were appointed but de-selected in revised result of the \*<sup>28</sup>“Clerk Grade- II” Combined Competitive Examination, 2011 conducted by the Commission shall not be removed from the service. However, the period of probation of these de-selected candidates shall be extended upto the date of completion of probation period of later selected (replaced) candidates in revised result of the said examination, if they hold the post continuously on the date of commencement of the Rajasthan Secretariat Ministerial Service (Amendment) Rules, 2019. The period of service rendered by these de-selected candidates from 2013 and prior to 2016 shall not be countable for any purpose which would include probation period, experience and ACP.

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<sup>25</sup> Added vide Notification No. F. 3 (53)DOP/A-II/84, dated 13-04-1993.

<sup>26</sup> Substituted for "the date of their substantive appointment as Telephone Operators." vide Notification No. F. 3(1)DOP/A-II/78, dated 17-05-1979

<sup>27</sup> Added vide Notification No. F. 3(53)DOP/A-II/84, dated 13-04-1993.

\* Substituted for " Lower Division Clerks " vide order No. F. 7(2) DOP/A-II/2006 dated 30.09.2014 w.e.f. 1.07.2013

<sup>δ</sup> Substituted for "U.D.C." vide order No. F. 7(2) DOP/A-II/2006 dated 30.09.2014 w.e.f. 1.07.2013

<sup>28</sup> Inserted vide Notification No. F. 3(2)DOP/A-II/18, dated 24-05-2019.

**5A. Compassionate appointment of dependents of the deceased/permanently incapacitated personnel of Armed Forces, Central Armed Police Forces (CAPF) and Indian Coast Guard:-** (1) Notwithstanding anything contained in these rules, the Appointing Authority may fill the vacancies, subject to fulfillment of the educational qualifications and other service conditions prescribed under these rules with the concurrence of Department of Personnel and the Rajasthan Public Service Commission, if the post falls within the purview of the Commission, of the,-

<sup>β</sup> Substituted for %5A. Compassionate Appointment of Dependents of the Deceased/Permanently incapacitated Armed Force Service Personnel/Para-Military Personnel.- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the –

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

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

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

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

Provided that:-

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

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

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

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

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

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

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

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

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

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

(i) Name and designation of the deceased/permanently incapacitated Armed Force/Para-Military Force personnel;

(ii) Unit in which he/she was working prior to death/becoming permanently incapacitated;

(iii) Date and place of death with death certificate issued by or the Authority competent to declare him a battle casualty or becoming permanently incapacitated.

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

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(vi) Name, date of birth, educational qualification of the applicant and his/her relation with the deceased (with certificates)

Explanation :- for purpose of this rule :-

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

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

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

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

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

% Substituted for \*5A.Compassionate Appointment of Dependents of the Deceased/Permanently incapacitated Armed force Service Personnel/Para-Military Personnel:- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post of Lower Division Clerk Class-IV Employee and post in Subordinate Service up to Scale No. 9 to be filled in by direct recruitment by appointing on compassionate ground one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who dies or becomes permanently incapacitated in action on or after commencement of this provision, in operations at the International Border or at the Line of Actual Control/Line of Control.

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

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

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

(4) The application shall contain the following information:

1. Name and designation of the deceased/permanently incapacitated Armed Force/Para Military Force Personnel;

2. Unit in which he/she was working prior to death/becoming permanently incapacitated;

3. The date of place of death with death certificate issued by the Authority competent to declared him a battle casualty or becoming permanently incapacitated;

4. Name, date of birth, educational qualifications of the applicant and his/her relation with the deceased (with certificates)

Explanation:- For purposes of this rule:-

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

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

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

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

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

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

Provided that,-

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**<sup>29</sup>5B Compassionate appointment of dependents of the deceased persons, who died or declared dead after missing in Uttarakhand Tragedy-2013:-** (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post 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:

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<sup>29</sup> Added vide Notification No. F. 3(9)DOP/A-II/2013, dated 8-8-2022.

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/Organization/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:

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 of unmarried person died or declared dead after missing.

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

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

**<sup>30</sup>6. Reservation of Vacancies for the Schedule Castes and the Schedule Tribes:-** (1) Reservation of vacancies for the Schedule Caste and the schedule Tribes shall be in accordance with <sup>31</sup>"the provisions of the Rajasthan Scheduled Castes, Scheduled Tribes, Backward Classes, Special Backward Classes and Economically Backward Classes (Reservation of Seats in Educational Institutions in the State and of Appointments and Posts in Services under the State) Act, 2008" at the time of promotion.

(2) The vacancies so reserved shall be filled in by <sup>32</sup>"seniority- cum- merit and merit".

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

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<sup>30</sup> Substituted for "6. Reservation of vacancies for the Schedule Castes and the Schedule Tribes.- (i) Reservation of vacancies for the Scheduled castes and the Schedule Tribes shall be in accordance with the order of the Government for such reservation in force the time of recruitment.

(ii) In filling the vacancies so reserved, the candidates who are members of the Schedule Castes and the Schedule Tribes shall be considered for appointment in the order in which their names appear in the list irrespective of their relative rank as compared with other candidates.

(iii) In the event of non-availability of a sufficient number of candidates amongst the Schedule Castes and the Schedule Tribes in a particular year, vacancies need not be kept reserved And shall be filled in accordance with the normal procedure.

Note:- The reservation shall be calculated on the basis of total vacancies for the particular year. Promotion shall be made irrespective of consideration of caste or tribe." vide Notification No. F.7(4)DOP/A-II/73, dated 03-10-1973.

<sup>31</sup> Substituted for "orders of the Government for such reservation in force"vide Notification No. F. 7(8)DOP/A-2/2008 dated 28-8-2009.

<sup>32</sup> Substituted for <sup>δ</sup>"Merit alone", vide Notification No. F. 7(4)DOP/A-2/74, dated 29-01-1981.

<sup>δ</sup> Substituted for "Merit-cum-seniority" vide Notification No. F. 9(19)DOP(A-5)/ 74, dated 31-10-1975.

<sup>33</sup>“(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.

(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 particular year, the vacancies so reserved for them shall be carried forwarded until the suitable Scheduled Castes and the Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes candidates shall be filled by promotion from General Category candidates. In exceptional cases, where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post(s) by promoting the General category 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:

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<sup>33</sup> Substituted for <sup>\*</sup>“(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 Schedule Castes and the Schedule Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable Scheduled Castes and the Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes candidates shall be filled by promotion as well as by Direct recruitment from General category candidates. However, in exceptional cases where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post (s) by promoting the General category candidate(s) on urgent temporary basis clearly stating in the promotion order that the General category candidate(s) who are being promoted on urgent temporary basis against the vacant post reserved for Scheduled Castes or the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available.” vide Notification No. F. 7(1)DOP(A-II)/2008, dated 17-01-2013

<sup>\*</sup> Substituted for <sup>#</sup>“(4) Appointments shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst 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 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 posts in any cadre or service to which promotions are made on the basis of <sup>@</sup>“merit alone” under these Rules.” vide Notification F. 7(4)DOP/A-II/2002 dated 10-10-2002.

<sup>#</sup> Substituted for “(4) In the event of non-availability of a sufficient number of eligible and suitable candidates amongst the Scheduled Casts and the Schedule Tribes in a particular year. Vacancies shall not be carried forward and shall be filled in accordance with the normal procedure.” vide Notification No. F. 7(4)DOP/A-2/73 dated 10-02-1975.

<sup>@</sup> Deleted “both, merit and seniority-cum-Merit” and not by “Seniority-cum” vide Notification No. F. 7(6)DOP/A-2/75-III, dated 31-10-1975.

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

<sup>34</sup>**6A. 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.

<sup>35</sup>**6B. 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.

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<sup>34</sup> Substituted for <sup>34</sup>"6A. Reservation of vacancies for other Backward Classes:-Reservation of vacancies for other Backward Classes shall be in accordance with the orders of the Govt. for such reservation in force at the time of direct recruitment. In the event of non-availability of eligible and suitable candidates amongst other Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure." vide Notification No. F. 7(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.

<sup>35</sup> Substituted for <sup>35</sup>"6B. Reservation of vacancies for women:- Reservation of vacancies for woman 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/88Pt. I dated 22-12-2015

<sup>%</sup> Substituted for <sup>&</sup>"6B. 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 be filled up by male candidates and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidate belong." vide Notification No. F. 7(2)DOP/A-II/88/Pt.I dated : 24-01-2011

<sup>&</sup> Substituted for <sup>@</sup>"6B. Reservation of vacancies for women candidates:- Reservation of vacancies for woman candidates shall be 20%, 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 in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidate belong." vide Notification No. F. 7(2)DOP/A-II/88. Pt. I dated 21.09.2007

<sup>@</sup> Added vide Notification No. F. 7(2)DOP/A-II/88 Dated 22.01.1997.

**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 divorce she will have to furnish the proof of divorce."

**<sup>36</sup>6C. Reservation of vacancies for outstanding sports persons:-** 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 sports person in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for sports persons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the Sports persons belong.

**<sup>37</sup>EXPLANATION:** "Outstanding sports persons" shall mean sports persons who are bonafide 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,-

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<sup>36</sup> Substituted for <sup>@</sup>6C. Reservation of vacancies for outstanding Sports persons:- Reservation of vacancies for outstanding Sports persons shall be 2% of the total vacancies outside the purview of the commission in that year earmarked for direct recruitment. In the event of non-availability of the eligible and suitable Sports person in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for Sports- persons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the Sports- persons belong.

Explanation:- 'Outstanding Sports persons' shall mean and include the Sports persons belonging to the state who have participated individually or in team in the Sports and Games recognised by the International Olympic Committee and Indian Olympic Association or, in International Championships in Badminton, Tennis, Chess and Cricket recognised 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 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 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> position." vide Notification No. F. 5(31)DOP/A-II/84 dated 15-3-2013
2.	Ministerial	

<sup>@</sup> Added vide Notification No. F.5(31)DOP/A-II/84 Dated 23-09-1997

<sup>37</sup> Substituted for "EXPLANATION:- "Outstanding sports persons" shall mean and include the sports persons 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**

<b>S. No.</b>	<b>International Sports Body</b>	<b>Name of the Tournament/ Championship</b>
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.

<sup>38</sup>**6D. 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.

<sup>39</sup>**7. Nationality:-** A candidate for appointment to service must be -

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or

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<sup>38</sup> Substituted for & "6D. 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. 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 and ERRATA No. F. 7(1) DOP/A-II/2019 Dated : 21.03.2023

& Added vide Notification No. F. 7(1) DOP/A-II/2019 dated : 19-02-2019

<sup>39</sup> Substituted for "7. Nationality.- A candidate for appointment to the service must be –

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal, or
- (d) a subject of Bhutan, or
- (e) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (f) 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) with the intention of permanently settling in India :

Provided that a candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the Government of India and if he belongs to category (f) the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian citizenship.

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, as the case may be, and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government." vide Notification No. F. 7(4) DOP/A-II/76, dated 07-09-1976

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or

<sup>40</sup>(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India :

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the <sup>41</sup>“Government in the Department of Home Affairs and Justice after proper verification.”

<sup>42</sup>Deleted.

<sup>43</sup>**7-A.** <sup>44</sup>“**Conditions of eligibility of persons migrated from other Countries of India**”:- Notwithstanding anything contained in these Rules provision regarding eligibility for recruitment to the Services 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.

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<sup>40</sup> Substituted for "(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika) and Zanzibar, Zambia, Malawi, Zaire and Ethiopia, with the intention of permanently settling in India." vide Notification No. F. 7(5)DOP/A-II/76, dated 23-10-1978

<sup>41</sup> Substituted for "Government of India" vide Notification No. F. 7(2)DOP/A-II/2002, dated 17-02-2003

<sup>42</sup> Deleted "A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government." vide Notification No. F. 7(2)DOP/A-II/2002, dated 17-2-2003

<sup>43</sup> Added vide Notification No. F. 2(4)DOP/A-II/79, dated 22-11-1984.

<sup>44</sup> Inserted Heading; vide Notification No. F. 7(5)DOP/A-II/76, dated 20-06-1977.

<sup>45</sup>**8. 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 appointment 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, yearwise which were required to be filled in by promotion if such vacancies were not determined and filled earlier in the year in which they were required to be filled in.

**9. Age:-** A candidate for direct recruitment to the Service must have attained the age of 18 years and must not have attained the age of <sup>46</sup>"40 years" on the <sup>47</sup>"1<sup>st</sup> April" next following the last date fixed for receipt of application :

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<sup>45</sup> Substituted for <sup>8</sup>"8. Determination of Vacancies.- (1)(a) Subject to the provisions of these Rules, the Appointing Authority shall determine every year the number of existing vacancies and those anticipated during the following twelve months and the number of persons likely to be appointed to the Service by each method. The next determination of vacancies shall be done just before the expiry of twelve months of the last determinations of vacancies.

(b) In calculating the actual number of vacancies to be filled in by each method on the basis of percentage prescribed in the Schedule, the Appointing Authority shall adopt an appropriate continuous cyclic order to correspond with the proportion laid down in the Schedule by giving precedence to promotion quota.

(2) The Appointing Authority shall also determined to order corresponding vacancies of earlier year, if any, yearwise which were required to be filled in by promotion of such vacancies were not determined and filled earlier in the year in which they were required to be filled in accordance with sub-rule (2)." vide Notification No. F. 7(2)DOP(A-II)/81, dated 21-12-1981 (w.e.f.01-04-1981)

<sup>§</sup> Substituted for <sup>8</sup>"8. Determination of vacancies.- <sup>£</sup>"(1) Subject to the provisions of these Rules, the Appointing Authority except in the case of Lower Division Clerks shall determine each year the number of vacancies anticipated during the following twelve months and the number of persons likely to be recruited by each method. Such vacancies shall be determined again before the expiry of twelve month of the last determination of such vacancies. In case of Lower Division Clerks the Commission shall prepare lists in accordance with the provisions of sub-rule (1) (b) of rules 22 of these Rules."

(2) In calculating the actual number to be filled by each method on the basis of the percentage prescribed in column 3 of the Schedule, appended with the relevant Service Rule, each Appointing Authority shall about an appropriate cyclic in order to correspond with the proportion laid down in each of the Service Rules and by giving precedence to appointment quota over direct recruitment quota, e.g. where the appointment by direct recruitment and promotion is in the percentage of 75 and 25, respectively, the cycle shall run as follows:-

1. By Promotion	2. By Direct Recruitment
3. By Direct Recruitment	4. By Direct Recruitment
5. By Promotion	6. By Direct Recruitment
7. By Direct Recruitment	8. By Direct Recruitment
9. By Promotion, and so on."	

vide Notification No. F . 5 (3) DOP/A-II/77 dated 6-10-1979.

<sup>δ</sup> Substituted for "8. Determination of vacancies.- Subject to the provisions of these Rules and the direction of the Government, if any, the Appointing authority shall determine at the commencement of each year the number of vacancies anticipated during the year and the number of persons likely to be recruited by each method." vide Notification No. F. 7(1)DOP/(A-II)/73 dated 16-10-1973

<sup>£</sup> Substituted for "(1) Subject to the provisions of these Rules, the Appointing Authority shall determine each year the number of vacancies anticipated during the following twelve months and the number of persons likely to be recruited by each method. Such vacancies shall be determined again before the expiry of 12 months of the last termination of such vacancies." vide Notification No. F. 3(3)DOP/(A-II)/76 dated 30-11-1976

<sup>46</sup> Substituted for <sup>θ</sup>"35 years" vide Notification No. F. 7(2)DOP/A-II/84 Pt. Dated 06-03-2018

<sup>θ</sup> Substituted for <sup>\*</sup>"33 years" vide Notification No. F. 7(2)DOP/A-II/84 Dated 25-06-2004.

<sup>\*</sup> Substituted for <sup>4</sup>"31 years" vide Notification No. F. 7(2)DOP/A-II/84 Dated 22-03-1990.

<sup>4</sup> Substituted for "28 years" vide Notification No. F. 7(2)DOP/A-II/84 Dated 25-02-1985 w.e.f. 28-09-1984

<sup>47</sup> Substituted for "1<sup>st</sup> January" vide Notification No. F. 6(1)DOP/B-I/70, dated 22-05-1973.

Provided-

- <sup>48</sup>(i) the upper age limit mentioned above shall be relaxed by,-
- (a) 5 years in the case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections;
  - (b) 5 years in the case of woman candidates belonging to General Category; and
  - (c) 10 years in the case of woman candidates belonging to the Scheduled Castes, Schedules Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections."
- (ii) that the upper age limit shall be fifty years in the case of the Ex-Service personnel and the reservists, viz. the defence service personnel who were transferred to the Reserve;
- (iii) that the upper age-limit 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 otherwise eligible for appointment under the rules;
- (iv) that the upper age-limit shall be relaxable by a period equal to the term of imprisonment served in the case of an exprisoner who was not overage before his conviction and was otherwise eligible for appointment under the rules;
- (v) that the upper age-limit mentioned above shall be 40 years in the case of blind or a physically disabled person;
- (vi) that a person holding a post temporarily under the Government shall be deemed to be within the age limit when he was initially appointed even though he had crossed the age-limit when he finally appears before the Commission/Appointing Authority and shall be allowed upto two chances had he been eligible as such at the me of his initial appointment;
- (vii) that the cadet Instructor shall be allowed to deduct from his actual age the period of service rendered by him in N.C.C.;
- <sup>49</sup>(viii) 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.

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<sup>48</sup> Substituted for <sup>\*\*\*</sup>(i) that the upper age limit mentioned above shall relaxed -

(a) by 5 years in the case of male candidates belonging to the Scheduled Castes and the Scheduled Tribes;

(b) by 5 years in the case of <sup>α</sup>“women candidates belonging to General Category, Economically Backward Classes and Economically weaker sections” and

(c) by 10 years in the case of woman candidates belonging to Scheduled Castes, Scheduled Tribes and the <sup>θ</sup>(Backward Classes and Special Backward Classes)." vide Notification No. F. 7(1)DOP/A-II/2019, dated 16-04-2021

\* Substituted for “(i) 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, dated 30-4-2001

<sup>α</sup> Substitute for <sup>δ</sup>“women candidates belonging to the General Category and Economically Backward Classes” vide Notification No. F. 7(1)DOP/A-II/2019, dated 19-2-2019.

<sup>δ</sup> Substitute for “women candidates belonging to the General Category” vide Notification No. F. 7(8)DOP/A-II/2008, dated 28-08-2009.

<sup>θ</sup> Substituted for “Other Backward Classes” vide Notification No. F. 7(8)DOP/A-II/2008, dated 28-8-2009.

<sup>49</sup> Substituted for "(viii) that if the candidate would have been entitled in respect his age to appear at the examination in any year after the commencement of these Rules in which no examination was held, he shall be deemed to be entitled in respect of his age to appear at the next following examination." vide Notification No. F. 7(6)DOP/A-2/2008 dated 23-09-2008.

- (ix) that there shall be no restriction as to age for candidates already in service connection with the affairs of the State in a substantive capacity, or in a temporary capacity continuously <sup>50</sup> "having been so appointed in any period before 15-10-1969 prior to their attaining the age of 25 years and in any period thereafter prior to their attaining the age of 28 years";
- <sup>51</sup>(x) that for recruitment to the post not within the purview of the Commission the upper age limit of persons who were retrenched from the State Government Service for want of a vacancy or due to abolition of post shall be 35 years if they were within the age limit prescribed under these Rules, when they were initially appointed to the post from which they were first retrenched provided that normal prescribed channels of recruitment relating to qualifications, character, medical fitness etc. or fulfilled and they were not retrenched on account of complaint delinquency and they produce a certificate of having rendered good services from the last Appointing Authority;
- <sup>52</sup>(xi) that the upper age limit mentioned above shall be relaxed up to 45 years for the persons repatriated from Burma and Ceylon on or after 1-3-1963 and East African countries of Kenya, Tanganyika, Uganda and Zanzibar with a further relaxation up to 5 years in the case of person belonging to the Schedule Castes or the Schedule Tribes
- <sup>53</sup>(xii) that there shall be no age limit in the case of persons repatriated from East African countries of Kenya, Tanganyika, Uganda and Zanzibar.
- <sup>54</sup>(xiii) that the realised emergency commissioned officers and short service commissioned officers after release from the Army shall be deemed to be within the age-limit even though they have crossed the age-limit when they appear before the Commission had they been eligible as such at the time of their joining the Commission in the Army.
- <sup>55</sup>(xiv) that there shall be no age-limit in case of persons repatriated from Pakistan during the 1971 Indo-Pak War.
- <sup>56</sup>(xv) that there shall be no age-limit in the case of widows and divorcee women.
- Explanation.-** That in case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorce she will have to furnish the proof of <sup>57</sup> "divorce".
- <sup>58</sup>(xvi) Deleted.
- <sup>59</sup>(xvii) 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.

<sup>50</sup> Substituted for "having been so appointed prior to their attaining the age of 25 years." vide Notification No. F. 6(1)DOP/(B-I)/70, dated 22-05-1973.

<sup>51</sup> Inserted vide Notification No. F. 5(2)DOP/A-II/73, dated 21-12-1973.

<sup>52</sup> Substituted for "(xi) that the upper age limit mentioned above shall be relaxed up to 45 years for the persons repatriated from Burma, Ceylon on or after 01-03-1963 and 01-11-1964 and East African Countries of Kenya, Tanganyika, Uganda and Zanzibar with a further relaxation up to 5 years in the case of persons belonging to the Scheduled Castes and the Scheduled Tribes". vide Notification No. F. 1(20)Appts.(A-II)/67, dated 20-09-1975 Effective up to 29-02-1977.

<sup>53</sup> Inserted vide Notification No. F. 1(20)Appts.(A-II)/ 67, dated 13-12-1974.

<sup>54</sup> Inserted vide Notification No. F. 7(2)DOP/A-II/75, dated 20-09-1975.

<sup>55</sup> Added vide Notification No. F. 15(25)DOP/A-II/79, dated 19-02-1980.

<sup>56</sup> Added vide Notification No. F. 7(2)DOP/A-II/84, dated 18-12-1987.

<sup>57</sup> Corrected "Divorcee" vide Corrigendum No. F. 7(2)DOP/A-II/84, dated 09-03-1988.

<sup>58</sup> Deleted \*(xvi) that where the upper age-limit to 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, dated 25-05-2000.

\* Added vide Notification No. F. 7(2)DOP/A-II/ 84, dated 13-11-1996

<sup>59</sup> Added vide Notification No. F. 7(1) DOP/A-II/ 78, dated 30-11-1998

<sup>60</sup>(xviii) the upper age limit mentioned above shall be relaxed by 5 years in the case of candidates belonging to the Other Backward Classes.

<sup>61</sup>(xix) 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.

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

<sup>62</sup>“(i) Possess the qualification given in column 4 of schedule- I and working knowledge of Hindi written in Devnagri Script and Knowledge of Rajasthani Culture.”

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

<sup>63</sup>“Provided that the person who has appeared or is appearing in the final year examination of the course which is the requisite educational qualification for the post as mentioned in the rules or schedule for direct recruitment, shall be eligible to apply for the post but he/she shall have to submit proof of having acquired the requisite educational qualification to the appropriate selection agency:-

- (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.”

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

Notes:- (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 of violence or with a movement which has as its object the overthrow by violent means of the Government as by law established, the more conviction need not be regarded as a disqualification.

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<sup>60</sup> Added vide Notification No. F. 7(2) DOP/A-II/ 93, dated 25-05-2000.

<sup>61</sup> Added vide Notification No. F. 7(2)DOP/A-II/ 84 Pt, dated 23-09-2022.

<sup>62</sup> Substituted for “(i) possess the qualifications given in column 4 of Schedule I and a working knowledge of Hindi written in Devnagri Script and one of Rajasthani dialects.” vide Notification No. F. 6(1)DOP/A-II/ 77, dated 30-01-1984,

<sup>63</sup> Added vide Notification No. F. 8(7)DOP/A-II/97, dated 17-09-1999 and ERRATA No. F. 7(2)DOP/A-II/ 93, dated 21-03-2023.

- (2) Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed should not be discriminated against on grounds of their previous conviction for purposes of employment in the Service. Those who are convicted of offences not involving moral turpitude or violence, 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 Ex-prisoners convicted of offences involving moral turpitude or violence shall be required to produce a certificate from the Superintendent, After-Care Home, 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.

<sup>64</sup>**12. Physical Fitness.**- A candidate for direct recruitment to the Service must be in good mental or bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties as a member of Service and if selected must produce a certificate to that effect from a Medical Authority notified by the Government for the purpose. The Appointing Authority may dispense with production of such certificate in the case of candidate promoted in the regular lien of promotion, or 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 to be comparable for efficient performance of duties of the new post and his age has not reduced his efficiency for the purpose.

<sup>65</sup>**13. Employment by 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 tempered with or of making statement 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, shall 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.

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<sup>64</sup> Substituted for "12. Physical Fitness.- Except as otherwise provided in these Rules a candidate for direct recruitment to the Service must be in good mental and bodily health and free from any mental or 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." vide Notification No. F. 7(2)DOP/A-II/74, dated 05.07.1974.

<sup>65</sup> Substituted for "13. Employment by irregular or improper means.- A candidate who is or has been declared by the Appointing Authority guilty of impersonation or of submitting fabricated documents which have been tempered with or of making statements which are incorrect or false or of suppressing material information or attempt 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 shall, in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period for appointment to any post under the Government." vide Notification No. F. 3(11)DOP/A-II/87, dated 20-12-1991.

**14. Canvassing.**- No recommendation for recruitment either written or oral other than that required under these Rules, shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means may disqualify him for recruitment.

**15. 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 the Government after being satisfied that there are special ground for doing so, exempt any female candidate from the operation of this Rule.

<sup>66</sup>(3) Deleted.

<sup>67</sup>(4) 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.

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

<sup>68</sup>(5) No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

<sup>69</sup> Provided that-

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<sup>66</sup> Deleted "(3). No candidate male or female who had more than three children shall be eligible for appointment to the Service unless one of the spouses has undergone sterilization or in the case of a female candidate he is above 45 years of age :

Provided that any married candidate, male or female, who had no child for the last 10 years shall be exempted from the operation of this sub-rule.

Explanation :- (i) For the purpose of this sub-rule, a child shall include an adopted child or a step child; and

(ii) For claiming exemption under the proviso to this sub-rule, the candidate shall have to produce a certificate either from Registered Medical Practitioner or swear an affidavit to the effect that the age of his or her youngest child is not less than ten years." vide Notification No. F. 7(3)DOP/A-II/ 76, dated 15-02-1977.

<sup>67</sup> Inserted vide Notification No. F. 15(9)DOP/A-II/ 74, dated 05-01-1977.

<sup>68</sup> Substituted for \* "No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

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

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

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

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

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

<sup>69</sup> Substituted for "Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the numbers of children he/she has on 1<sup>st</sup> June, 2002 does not increase.

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

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

<sup>0</sup> Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

<sup>0</sup> Provided also that any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not be deemed to be disqualified with effect from 01.06.2002, if any child is born out of single delivery from such remarriage." vide Notification No. F.7(1)DOP/A-II/95/Pt. dated 16-03-2023.

<sup>0</sup> Added vide Notification No. F. 7(1)DOP/A-II/95Pt.-II dated 24-02-2011.

<sup>0</sup> Added vide Notification No. F. 7(1)DOP/A-II/95Pt.-II dated 20-11-2015 w.e.f. 01-04-2015.

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

#### **PART IV - Procedure for direct Recruitment**

<sup>70</sup>**16. 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.

<sup>71</sup>**16-A. Eligibility for admission to the Senior Stenographers' Examination.**— <sup>72</sup>“Against 50% of the post of Senior Stenographers’, persons” who fulfil following conditions shall be eligible to appear the Senior Stenographers’ Examination to be conducted by the Commission - (i) must be substantive in the cadre of stenographers;

<sup>70</sup> Substituted for “16.Examination by the Commission. - (1) A competitive examination for recruitment to the posts of the \*Lower Division Clerks, Stenographers and Vidhi Rachnakar/Translators” shall be held at such intervals as the Appointing Authority may determine from time to time in consultation with the commission in accordance with the <sup>0</sup>“scheme of examination and/or syllabus” prescribed for each category of the post in Schedule II, unless the Government in consultation with the Commission besides not to hold the Examination in a particular year. The <sup>0</sup>“scheme of examination and/or syllabus” may be revised by the Government from time to time, as it may deem fit in consultation with the Commission:

<sup>¥</sup> Provided that the qualifying examination or the posts of stenographers and Senior Stenographers prescribed under these Rules shall be held after every six months of such places as the Commission may decide:

<sup>δ</sup> Deleted.

Provided further that Commission shall also held type-writing along with Lower Division Clerks Examination or separately for Class IV employees for promotion to the post of Lower Division Clerks against promotion quota vacancies under the provision of these Rules.” vide Notification No. F. 7(6)DOP/A-II/2008 dated 23-09-2008.

\* Substituted for “Stenographers and the Vidhi Rachnakar/Translator” vide Notification No. F. 2(45)DOP/B-1/72, dated 07.11.1975.

<sup>0</sup> Substituted for “Syllabus” vide Notification No. F. 3(27)DOP/A-II/ 85, dated 17-12-1993.

<sup>¥</sup> Added vide Notification No. F. 3(4)DOP/A-II/ 77, dated 15-03-1978.

<sup>δ</sup> Deleted <sup>#</sup>“Provided that the commission may hold the combined competitive examinations for the vacancies of Lower Division Clerks under the provisions of these Rules as also under the provisions of the Rajasthan Subordinate Offices Ministerial Staff Rules, 1957.”

<sup>§</sup> (A candidate will be entitled to apply for vacancies in the Secretariat as well as Subordinate Officers for which there shall be only one application from for Lower Division Clerks Combined Competitive Examination and the candidate shall mention his choice of Service Lower Division Clerk (secretariat) or Lower Division Clerk (Subordinate Office) in the application form. Only one Examination fee will be payable by the candidate for such combined competitive examination.

The commission shall prepare list of successful candidates in according with rule 22 (1)(b) who apply for the Rajasthan Secretariat Ministerial Service and according to Rule 24 of the Rajasthan Subordinate Offices Ministerial Staff Rules, 1957 in case of senior who have applied for the said service.” vide Notification No. F. 11(6)DOP/A-II/76, dated 16-11-1978

<sup>#</sup> Inserted vide Notification No. F. 3(3)DOP/A-II/76, dated 30-11-1976.

<sup>§</sup> Substituted for "A candidate will be entitled to apply for vacancies in the Secretariat as Subordinate Offices for which he will have to fill separate application form but no separate examination fee for the Rajasthan Secretariat Ministerial Service and the Rajasthan Subordinate Offices Ministerial Staff examination shall be payable by the candidates." vide Notification No. F. 3(3)DOP/A-II /76, dated 29-10-1977.

<sup>71</sup> Inserted vide Notification No. F. 3(13)DOP/A-II/73, dated 05-03-1976.

<sup>72</sup> Substituted for "persons " vide Notification No. F. 3(4)DOP/A-II/ 77, dated 15-03-1978.

OR

- (ii) must be eligible for substantive appointment under provision 5-A to rule 5 of these Rules;

OR

- (iii) must have passed Secretariat Stenographers <sup>£</sup>"qualifying examination" held by the Commission and worked as Stenographer at least for a period of 2 years other than in ad hoc/urgent temporary capacity under rule 28.

Note:- Persons who may pass the Senior Stenographers Examination conducted by the Commission immediately after coming into force of this amendment shall be deemed to have passed the Senior Stenographers' Examination held in the month of October, 1975."

**17. Inviting of applications.-** <sup>73</sup>(1) "The applications for the competitive examination for <sup>74</sup>"Clerk Grade-II" and qualifying examination for Stenographers shall be invited by the Commission by advertising the posts in such a manner as they may deem <sup>75</sup>"fit". and shall be made in such form as they may approve.

<sup>76</sup>"The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/ her shall be paid monthly fixed remuneration at the rate fixed by the State Government from time to time during the period of probation and the scale of pay of the post as shown else-where in the Advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the respective Recruitment Rules:"

(2) Subject to provisions of these Rules, the Commission may issue, along with the notice or in such other manner as they may deem fit, such instructions for the guidance of the candidates as they may deem necessary, giving information among others on the following details :-

- (i) Number of vacancies to be filled by direct recruitment indicating the number of vacancies reserved for <sup>77</sup>"women candidates", candidates of the <sup>78</sup>"Backward Classes, More Backward Classes, Economically Backward Classes and Economically Weaker Sections", Scheduled Castes and the Scheduled Tribes;
- (ii) Date of Submission of application for permission to appear at the examination and the method of submission;

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<sup>£</sup> Substituted for "Competitive Examination" vide Notification No. F. 3(4)DOP/A-II/77, dated 15-03-1978.

<sup>73</sup> Substituted for "(1) Applications for direct recruitment to the posts in the Service shall be invited by \*"the Commission" by advertising the vacancies to be filled in, in the Official Gazette or in such other manner as may be deemed fit:

<sup>x</sup>"Provided that the Commission may to the extent of 100% in the case of LDC's and 50% in case of others of the advertised vacancies in posts of other than those filled by Competitive Examination 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 to the Appointing Authority." vide Notification No. F. 3(27)DOP/A-II/85, dated 17-12-1993.

\* Substituted for "the Appointing Authority or the Commission as the case may be" vide Notification No. F. 2(45)DOP/B-I/72, dated 07-11-1975.

× Substituted for "Provided that while selecting candidates for the vacancies so advertised, the Commission may (i) intimation of additional requirement is sent to the Commission before the selection and (ii) if suitable persons are available keep on their reserve list the names of more candidates whose number shall not exceed 50% of the advertised vacancies. The names of such candidates may be recommended on requisition to the Appointing Authority with in six months from the date of interview." vide Notification No. F. 1(27)/Appts.(A-II)/69 (1), dated 13-12-1973.

<sup>74</sup> Substituted for "Lower Division Clerks" vide Notification No. F. 7(2)DOP/A-II/2006 dt. 30-09-2014.

<sup>75</sup> Substituted for "fit:" vide Notification No. F. 7(2)DOP/A-II/2005, Dated 20-01-2006

<sup>76</sup> Added vide Notification No. F. 7(2)DOP/A-II/2005, dated 20-01-2006.

<sup>77</sup> Inserted vide Notification No. F. 7(2)DOP/A-II/88, dated 01-08-1997 w.e.f. 22.01.1997.

<sup>78</sup> Substituted for \*"Backward Classes, Special Backward Classes and Economically Backward Classes", vide Notification No. F. 7(1)DOP/A-II/2019, dated 19-02-2019

\* Substituted for <sup>a</sup>"Other Backward Classes" vide Notification No. F. 7(8)DOP/A-II/2008, dated 28-08-2009.

<sup>a</sup> Inserted vide Notification No. F. 7(2) DOP/A-II/93, dated 24-05-1994.

- (iii) Qualification required and the methods by which these qualifications shall be established by the candidates;
- (iv) Date and place of examination.
- <sup>79</sup>(v) Scheme of Examination and/or Syllabus.

<sup>80</sup>**18. Admission to the examination.-** (1) The application which are found to be incomplete and have not been filled in accordance with the instructions issued by the Commission shall be rejected by them at the initial stage. The Commission shall permit rest of those candidates to appear in the examination provisionally to whom they consider it proper to grant the certificate of admission. No candidate shall be admitted to an examination unless he holds a certificate of admission to that examination granted by the Commission. Before appearing at the examination, it should be ensured by the candidate himself/herself that he/she fulfils the condition in regard to age educational qualification, experience, number of chances, if any, etc. as provided in the Rules. Being allowed to take the examination shall not entitle the candidate presumption of eligibility. The Commission 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 as to the admission of a candidate to an examination, eligibility and consequent admission to viva-voce, if any, shall be final.

<sup>81</sup>**18-A. Deleted.**

<sup>82</sup>**19. Form of Application.-** The application shall be made in the form approved by the Commission and <sup>83</sup>“if required” obtainable from the Secretary to the Commission or from the office of the Appointing Authority, as the case may be, on payment of such fee as the Commission or the Appointing Authority may, from time to time, fix”;

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<sup>79</sup> Substituted for "Syllabus of the examination." vide Notification No. F. 3(27)DOP/A-II/85, dated 17-12-1993

<sup>80</sup> Substituted for "18. Admission to the examination.- No candidate shall be admitted to any of the examinations unless he holds a certificate of admission to that examination granted by the Commission. Before granting such a certificate, the Commission shall satisfy themselves that the application has been made strictly in accordance with the provisions of these Rules:

Provided that the Commission may at their direction allow any bonafide mistakes made in the filling of the prescribed form or presentation of the application to be rectified or any certificate or certificates not furnished with the application be furnished in good time before the commencement of the examination." vide Notification No. F. 7(5)DOP/A-II/83, dated 21-07-1988,

<sup>81</sup> Deleted \*<sup>81</sup>18-A.- (i) The application received after the last date and without requisite fee will be rejected at the initial stage. The Commission shall permit rest of the candidates to appear in the examination, provisionally. Before appearing at the examination, it should be ensured by the candidate himself/ herself that he/she fulfils the condition in regard to the age education, qualification, number of chances, 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 shall scrutinise later on the application of these candidates only who qualify in the written examination and shall call only eligible candidates for viva-voce.

(ii) The decision of the Commission as to the eligibility and consequent admission to viva-voce shall be final.

(iii) No candidate shall be admitted to an examination unless he holds a certificate of admission to that examination granted by the examination authority." vide Notification No. F.7(5) DOP/A-II/83, dated 21-07-1988

\* Added vide Notification No. F. 7(5)DOP/A-II/83, dated 24-01-1986.

<sup>82</sup> Substituted for "19. Form of application.- The application shall be made on the form approved by Appointing Authority or the Commission, as the case may be, and obtainable from the office of the Appointing Authority or the Commission, as the case may be, on payment of such fee, as may be prescribed." vide Notification No. F. 7(2)DOP/A-II/ 73, dated 05-11-1973.

<sup>83</sup> Inserted vide Notification No. F. 3(27)DOP/A-II/85, dated 04-09-1997.

<sup>84</sup>"Provided that the persons repatriated from Burma and Ceylon on or after 1.3.1963 and from East African Countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of cost of application form prescribed by the Commission or the Appointing Authority, as the case may be, subject to the condition that the Commission or the Appointing Authority, as the case may be, is satisfied that such persons are in a position to pay such fee."

<sup>85</sup>**20. Examination fee.**- (1) A candidate for direct recruitment to a post in the Service shall pay to the Commission such fees in such manner as may be specified by the Commission from time to time.

<sup>86</sup>“(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 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 to the Candidate.”

<sup>87</sup>“Provided that the persons repatriated from Burma and Ceylon on or after 1.3.1963 and from East African Countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of "Application fee" or "Examination fee", as the case may be, as prescribed by the Commission or the Appointing Authority, as the case may be, subject to the condition that the Commission or the Appointing Authority, as the case may be, is satisfied that persons are not in a position to pay such fee."

<sup>88</sup>“**20-A. Refund of fee.** - No claim for the refund of examination fee shall be entertained nor the fee shall be held in reserve for another examination unless the candidate is not admitted to the examination by the Appointing Authority or the Commission, as the case may be, In the latter case, such amount as may be fixed by Appointing Authority or the Commission, as the case may be, shall be deducted before the refund is made.

**21. Scrutiny of Applications.**- The <sup>89</sup>"Commission" shall scrutinise the applications of the candidates received by it/them and required as many candidates qualified for appointment under these Rules as seem to it/them desirable to appear for examination/Interview.

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<sup>84</sup> Substituted for "Provided that the persons repatriated from Burma, Ceylon on or after 01.03.1963 and 01.11.1964 and East African Countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of examinations fee as prescribed by the Commission or the Appointing Authority, as the case may be, subject to the conditions that the Commission or the Appointing Authority, as the case may be, is satisfied that such persons are not in a position to pay such fee." vide Notification No. F. 1(20)Apppts.(A-II)/67, dated 20.09.1975. Effective up to 29.02.1977.

<sup>85</sup> Substituted for "20. Examination Fee.- A candidate for direct recruitment to post in the Service must pay the fee fixed by the Appointing Authority or the Commission, as the case may be" vide Notification No. F. 9(23)Apppts./A-II/72, dated 17-06-1978.

<sup>86</sup> Substituted for "(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 a candidate is not admitted to the examination by the Commission in which case the amount shall be deducted by Rs.5/- before there fund is made." vide Notification No. F. 5(25)DOP/A-II/80, Dated 08.04.1993.

<sup>87</sup> Substituted for "Provided that the persons repatriated from Burma, Ceylon on or after 01.03.1963 and 01.11.1964 and from East African Countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of the application fee prescribed by the Commission or the Appointing Authority, as the case may be, is satisfied that such persons are not in a position to pay such fee." vide Notification No. F. 1(20)Apppts.(A-II)/67, dated 20-09-1975. Effective up to 29-02-1977.

<sup>88</sup> Inserted vide Notification No. F. 6(1)DOP/B-1/70, dated 22-05-1973.

<sup>89</sup> Substituted for "Appointing Authority or the Commission, as the case may be", vide Notification No. F. 2(45)DOP/B-I/72, dated 07-11-1975.

**<sup>90</sup>22. Recommendations of the Appointing Authority the Commission.- (1)**  
The Commission shall prepare <sup>91</sup>“category wise” merit list of the candidates declared successful in the <sup>92</sup>“Clerk Grade-II” examination,

Provided that:

<sup>90</sup> Substituted for \*<sup>22</sup>. Recommendation of the Appointing Authority the Commission.- <sup>¥</sup>“(1)(a) Deleted”.

<sup>θ</sup>“(1) (i) For the post of Lower Division Clerks, the Commission shall prepare merit list of the candidates declared successful according to the minimum qualifying marks obtained by them in the Lower Division Clerks Examination in the following manner :-

- (a) General List 'A' of candidates who secure 60% marks and above in the aggregate;
- (b) General List 'B' of candidates who secure less than 60% marks in the aggregate;
- (c) Reserved List separately of candidates belonging to the Scheduled Castes and the Scheduled Tribes:

Provided that it shall not be obligatory for the Scheduled Castes/ Scheduled Tribes candidates to the percentage of qualifying marks in the type-writing test prescribed in these Rules but the marks obtained in the type-writing test shall be added to the aggregate marks obtained by them.

(ii) The General Lists shall also include candidates who seek recruitment against vacancies reserved for them under any rules promulgated under proviso to Article 309 of the Constitution of India.

(iii) The names of candidates shall be arranged in the respective lists in the order of aggregate marks obtained by them in the examination.

(iv) The General List 'A' and General Lists 'B' shall remain in force for twenty four months and the Reserved List for thirty six months next following the date of declaration of result of examination. The General List 'A' of the previous year shall get priority over the General List 'A' and General List 'B' of the current year. The General List 'B' of the previous years shall be taken into consideration only after the General List 'A' and the General List 'B' of the current year are exhausted.

(2) For the post of <sup>£</sup>“Vidhi Rachnakar /Translator” under Group B <sup>#</sup>“deleted” of Schedule-I the Commission shall prepare a list of the candidates in the order of their proficiency as disclosed by the aggregate marks awarded to each candidate at the respective competitive examination and forward it to the appointing authority. Where the aggregate marks obtained by two or more candidates are equal, the Commission shall arrange them in the order of merit on the basis of their general suitability for the particular class of posts :

<sup>@</sup> provided that the Commission -

(i) in the Lower Division Clerks Examination shall not recommended any candidate who has failed to obtain a minimum of 35% marks in each of the compulsory and optional papers.

<sup>§</sup> (ii) Deleted.

(iii) in the Vidhi Rachnakar/Translators' Examination shall not recommend any candidate who has failed to obtain a minimum of 35% marks in each paper and a minimum of 50% in the aggregate :

Provided further that the Commission may award grace marks up to one in each of the compulsory paper and up to three in the aggregate to enable a candidate to qualify at the examination who might otherwise have not qualify at the examination who might otherwise have not qualified in the said examination." vide Notification No. F. 3(27)DOP/A-II/85, dated 17-12-1993

<sup>¥</sup> Deleted <sup>\*\*</sup>“(1)(a). for the posts of Telephone Operator, the Appointing Authority after interviewing the candidates shall prepare a list of the candidates who are considered suitable for appointment to the posts equal to twice the number of vacancies and arrange their name in order of merit:

provided- (i) that the names of the persons who have passed the Junior Diploma Course shall be placed at the top of the list prepared under the above rule, their names shall be arranged on the basis of marks obtained by them at the said examination.

(ii) that in the case of appointment to the post of Lower Division Clerk only such of the candidates shall be encadred in the list referred to in the rule, who have passed a test in type-writing in Hindi at a minimum speed of 20 words per minute or as a test in type-writing in English at a minimum speed of 26 words per minute, to be held by the Appointing Authority." and renumbered the existing sub-rule (1)(b) as sub-rule (1); vide Notification No. F. 3(1)DOP/A-II/78, dated 28-01-1978.

<sup>\*</sup> Substituted for “(1)(a). For the posts of Lower Division Clerks and Telephone Operator, the Appointing Authority after interviewing the candidates shall prepare a list of the candidates who are considered suitable for Appointment to the posts concerned equal to twice the number of vacancies and arrange their names in the order of merit.” vide Notification No. F. 2(45)DOP/A-II/75, dated 07-11-1975.

<sup>θ</sup> Substituted for “(b) For the posts of Lower Division Clerks, the Commission shall after written examination of the candidates, prepare a list of the successful candidates equal to twice the number of vacancies and arrange their names in order of merit and forward it to the Appointing Authority ”vide Notification No. F. 3(3)DOP/A-II/76, dated 30.11.1976.

<sup>£</sup> Substituted for "translator" vide Notification No. F. 2(13)Appts.(B-1)/71 dated 5-05-1972.

<sup>#</sup> Deleted “and stenographer, Senior Stenographer under Group(c)” vide Notification No. F 3(4)DOP/A-II/77, dated 15-3-1978.

<sup>@</sup> Substituted for "Provided that the Commission shall not recommend any candidate who has failed to obtain a minimum of 33½% marks in each paper and a minimum of 50% marks in the aggregate:

Provided further that the Commission may award up to one grace mark in any one or more individual papers but not exceeding three marks in total to enable the candidate to qualify at the examination who might otherwise have not qualified in the said examination.” vide Notification No. F 3(9)DOP/A-II/76, dated 30-11-1976.

<sup>§</sup> Deleted “(ii) in Stenographers examination shall not recommend any candidate who has failed to obtain a minimum of 35% marks in each of the Shorthand paper and type-writing and a minimum 40% in the aggregate and in qualifying examination for Senior Stenographer shall not recommended any candidate who has failed to obtain minimum of 40% marks.” vide Notification No. F. 3(4)DOP/A-II/76, dated 15-03-1978.

<sup>91</sup> Inserted vide Notification No. F. 7(2)DOP/A-II/2006 Pt. I dated 14.03.2016.

<sup>92</sup> Substituted for "Lower Division Clerks" vide Notification No. F. 7(2)DOP/A-II/2006 dt. 30.09.2014.

(i) The Commission, may to the extent of 50% of the finally intimated vacancies keep names of the suitable candidates on the reserve list. The names of such candidates may, on receipt of requisition within 6 months from the date on which the original list is forwarded by the Commission to the Government, in the Department of Personnel (B-1) in such manner as the Commission may decided, be recommended in order of merit to the Government in the Department of Personnel (B-1) for appointment against additional vacancies;

<sup>93</sup>(ii) Deleted.

<sup>94</sup>(iii) The Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the paper of the Phase-I and a minimum of 36% marks in each of the paper of the Phase- II of the competitive examination.

<sup>95</sup>(iv) Deleted.

<sup>96</sup>“(2)(1) Procedure for selection and Appointment of Stenographer.- The Commission shall prepare list of Candidates declared successful in the Stenographer’s Competitive/Qualifying examination as the case may be. Such list shall be sent by the Commission to the Appointing Authority.

<sup>97</sup>Provided that the Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the paper of the Phase- I and <sup>98</sup>“a minimum of 36% marks in the paper opted in Phase-II” of the Competitive examination”.

<sup>99</sup> Deleted.

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<sup>93</sup> Deleted “(ii) the Commission shall also prepare separate list of the candidates belonging to the Scheduled Castes and the Scheduled Tribes in accordance with the reservation prescribed by the Government from time to time and it shall not be obligatory for the Scheduled Castes and Scheduled Tribes candidates to obtain the percentage of qualifying marks in the type writing test prescribed in these Rules but the marks obtained in the type writing test shall be added to the aggregate marks obtained by them.” vide Notification No. F. 7(2)DOP/A-II/2006 Pt. I dated 14.03.2016.

<sup>94</sup> Substituted for “(iii) the Commission shall not recommended any candidate who has failed to obtain a minimum of 40% marks in each of the compulsory paper of and 36% marks in the optional paper in the Lower Division Clerks Competitive Examination except as provided in proviso (11) to sub-rule (1) above.” vide Notification No. F. 7(2)DOP/A-II/2006 dated 5.07.2010.

<sup>95</sup> Deleted <sup>θ</sup>“(iv) The Commission may award grace marks upto one in each of the compulsory papers and upto 3 in the aggregate to enable a candidate to qualify at the examination who might otherwise have not qualified in the said examination.” vide Notification No. F. 7(2)DOP/A-II/2006 Pt. I dated 14/03/2016.

<sup>θ</sup> Added vide Notification No. F. 3(27)DOP/A-II/85 dated 4-09-1997. w.e.f. 08-12-1993.

<sup>96</sup> Substituted for <sup>Γ</sup>“\*2.” 1. The Commission shall prepare lists of candidates for the posts of Stenographers and Senior Stenographers declared successful in the Stenographers Qualifying Examinations. Such lists shall be sent by the Commission to the Appointing Authority:

Provided that in the Qualifying Examination for Stenographers, the Commission shall not recommend any candidate who has failed to obtain a minimum of 35% marks in each of the Shorthand Paper and Typewriting Paper and a minimum of 40% of the aggregate and in Qualifying Examination for Senior Stenographers, the Commission shall not recommend any candidate who has failed to obtain minimum 40% marks.” vide Notification No. F 3(1)DOP/A-II/08 dated 23-01-2008

<sup>Γ</sup> Added vide Notification No. F. 3(4)DOP/(A-II)/77, dated 15-03-1978.

\* Renumbered “(2-A)” as “2” vide Notification No. F. 3(27)DOP/A-II/85, dated 4-9-1997.

<sup>97</sup> Substitute for “Provided that in the Qualifying Examination for Stenographers, the Commission shall not recommend any candidate who has failed to obtain a minimum of 35% marks in each of the Shorthand Paper and Typewriting Paper and a minimum of 40% of the aggregate and in Qualifying Examination for Senior Stenographers, the Commission shall not recommend any candidate who has failed to obtain minimum 40% marks:” vide Notification No. F. 7(2)DOP/A-2/2006 dated 5.07.2010

<sup>98</sup> Substituted for “a minimum of 36% marks in each of the paper of the Phase-II.” vide Notification No. F. 7(2) DOP/A-2/2006 Pt. I dated 14.03.2016.

<sup>99</sup> Deleted “Provided further that the Commission may award grace marks up to one in each of papers and up to three in aggregate to enable a candidate to qualify at the Stenographers’ Examination who might otherwise have not qualified in the said examination.” vide Notification No. F. 7(2) DOP/A-II/2006 Pt. I dated 14.03.2016.

- (2) The lists prepared by the Commission under sub-rule (1) above shall remain in force for a period of two years <sup>100</sup>“Deleted” <sup>101</sup>“in respect of Stenographers but for Senior Stenographers the same will remain in force till it is exhausted”,
- (3) For the Posts of Stenographer the list shall be prepared equal to twice the number of vacancies available or likely to be available, in the order of merit as disclosed by the marks obtained in the examination held by the Commission as per syllabus prescribed in Schedule II, and for the posts of Senior Stenographers, the list shall be prepared of all the persons who have qualified in the test held by the Commission as per syllabus prescribed in Schedule II. The two lists shall be forwarded to the Appointing Authority.

<sup>102</sup>(4) Deleted.

<sup>103</sup>**22-A. Retotalling of marks:-** (1) The Commission may order re-totalling of the marks obtained by a candidate during such period as may be decided by the Commission in their discretion on payment of such fee as may be fixed by the Commission from time to time but evaluation of the answer paper shall not be re-examined.

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

(3) If as a result of such rectification the Commission discovers that the candidate becomes eligible for selection, such fact shall be immediately and in any case not later than 40 days from the date of issue of the marks-sheet, reported to the Government in the Department of Personnel and Administrative Reforms (Administrative Reforms Group III) and to that extent the recommendation of the Commission made under rules 24 and 24-A shall stand protanto modified.

<sup>104</sup>**22-B. Special Qualifying Examination for advance increments.-** The Commission may hold the special qualifying examination for the Stenographers for providing advance increments to the Stenographers, Personal Assistants <sup>105</sup>“and Senior Personal Assistants” in accordance with item 14 of Schedule IV of the Rajasthan Civil Services (Revised Pay Scales) Rules, 1989 amended from time to time. The Commission shall recommend the names of the successful candidate to the Administrative Reforms Department in the Secretariat who shall send such names to the Appointing Authority for necessary action.

The Syllabus of the examination and minimum qualifying marks shall be as laid down in Part-II of Schedule-II appended to these rules.”

<sup>100</sup> Deleted "(.)" vide Notification No. F.15(7) DOP/A-II/80, dated 31-5-1985.

<sup>101</sup> Added vide Notification No. F. 15(7)DOP/A-II/80, dated 31-05-1985.

<sup>102</sup> Deleted "(4) For recruitment by selection to the 50% post of Stenographers referred to in proviso (5) to rule 5, the Commission shall send a separate list of candidates declared successful for Stenographers posts in the Examination referred to in sub-rule (2) above arranged in the order of their merit to the Appointing Authority" vide Notification No. F. 3(4)DOP/A-II/77, dated 15-03-1978.

<sup>103</sup> Substituted for "22-A. Re-checking of the marks.- (1) The Commission may order scrutiny, re-checking and re-totalling of the marks obtained by a candidate on payment of fee of \*Rs. 5/- per paper" within 20 days from the date of issues of the marks-sheet.

(2) The Commission may take steps to rectify such mistakes as are detected on scrutiny, re-checking and re-totalling of the marks in pursuance of the provisions of sub-rule (1).” vide Notification No. F. 7(5) DOP/A-II/81, dated 20-01-1993

\* Substituted for “Rs. 5 per paper”, vide Notification No. .5(25)DOP/A-II/80, dated 30-05-1985.

<sup>104</sup> Added vide Notification No. F. 3(2) DOP/A-II/ 89, dated 11-02-1993.

<sup>105</sup> Substituted for “Senior Personal Assistants and Private Secretaries” vide Notification No. F. 3(2)DOP/A-II/89, dated 8-03-1996.

**23. Appointment to the Service.-** (1) Subject to the provisions of rule <sup>106</sup>“6, 6A & 6B”, <sup>107</sup>“except in respect of the posts of Stenographers” the Appointing Authority shall appoint candidates who stand highest in the order of merit in the list prepared under rule 22, provided that he is satisfied after such enquiry as may be considered necessary that such candidates are suitable in all other respects for such appointment:

<sup>108</sup>Provided that subject to the provisions of rule 6, the Appointing Authority shall appoint candidates to the post of Stenographers from the list prepared under sub-rule (2-A) of rule 22 provided that he is satisfied after such enquiry as may be considered necessary that such candidates are suitable in all other respects for such appointment.

<sup>109</sup>“(2) Notwithstanding anything contained in rule 7 the persons appointed temporarily as Lower Division Clerk up to <sup>110</sup>“7.11.1975.” who have been continuously holding such posts or higher posts shall be deemed to have been appointed regularly on temporary basis provided they fulfil other conditions prescribed in the Rules. They shall be eligible to be appointed substantively as Lower Division Clerks according to the date of their temporary appointment and on occurrence of permanent vacancies and their work being found satisfactory:

Provided that a person working temporarily as Lower Division Clerk whose work is not found satisfactory shall be liable to be removed from service-

- (i) by giving him one month's notice if he has served temporarily in connection with the affairs on the State for less than three years; and
- (ii) by following the procedure as laid down in the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, if he has served for more than three years. All person appointed temporarily as Lower Division Clerks <sup>111</sup>“after 31-3-1978” shall be required to seek regular recruitment through the Competitive Examination as prescribed in the Rules.”

<sup>112</sup>(3) Notwithstanding anything contained in rule 7, the person who were appointed temporarily, in connection with the general strike in accordance with the orders/instructions issued by the State Government and were holding the posts of Lower Division Clerks on 27.11.1975 and who have not passed the prescribed test conducted by the Appointing Authority under the rules applicable to them at the time of their appointment shall be given one more chance to pass the prescribed test in accordance with the rules applicable to them before coming into force of the rules amended vide Notification No.F.2(45)DOP/ B-1/72, dated 7.11.1975. published in the Rajasthan Rajpatra, dated 27.11.1975, for being appointed substantively as Lower Division Clerks according to the date of their temporary appointment on occurrence of permanent vacancies provided that the service of persons who fail to pass the said test to be held by the Appointing Authority shall be liable to be terminated by giving one month's notice or pay and allowances in lieu thereof, if they have served temporarily in connection with the affairs of the State for less than three years; and three months notice or pay and allowances in lieu thereof if they have served temporarily in connection with the affair of the State for more than three years.

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<sup>106</sup> Substituted for “6 # (& 6A)” vide Notification No. F. 7(2) DOP/A-II/88, dated 22-01-1997

# Inserted vide Notification No. F. 7(2) DOP/A-II/93 dated 24-05-1994 (w.e.f. 28-09-1993) and Errata even No. dated 21-03-2023.

<sup>107</sup> Added vide Notification No. F. 3(4) DOP/A-II/77, dated 15-3-1978.

<sup>108</sup> Added vide Notification No. F. 3(4) DOP/A-II/77, dated 19-3-1978.

<sup>109</sup> Inserted vide Notification No. F. 3(2) DOP/A-II/73, dated 24-10-1974.

<sup>110</sup> Substituted for “31-03-1973” vide Notification No. F. 15(1) DOP/A-II/80, dated 31-05-1980

<sup>111</sup> Substituted for " after 31.03.1973" vide Notification No. F. 15(1) DOP/A-II/80, dated 31-05-1980.

<sup>112</sup> Inserted vide Notification No. F. 3(5) DOP/A-II/76, dated 7-12-1976.

<sup>113</sup>(4) Notwithstanding anything contained in rule 5, all persons working as Lower Division Clerks during the period from 8.11.1975 to 31.3.1978 on ad hoc basis and who could not appear in or pass the competitive/qualifying examination held by the Commission as yet, shall on availability of permanent vacancies, be made permanent subject to the condition that they pass a Performance Test conducted by the Appointing Authority in accordance with the syllabus prescribed in Part-V of Schedule-II. Such persons shall be allowed three chances to pass the said Test.

<sup>114</sup>(5) Notwithstanding anything contained in rule 5, all persons working as Lower Division Clerk during the period from 1.4.1978 to 31.3.1980 on ad-hoc basis and who could not appear in or pass the competitive/qualifying examination held by the commission as yet, shall on availability of permanent vacancies, be made permanent subject to the condition that they pass a performance Test conducted by the Head of Department concerned in accordance with the syllabus prescribed in Part-IV of Schedule-II. Such persons shall be allowed three chances to pass the said test:

Provided that if a person fails to pass the said Test in three chances he shall be liable to be removed from the service.-

- (i) by giving him one month's notice, if he served temporarily in connection with the affairs of the state for less than three years, and
- (ii) by following procedure as laid down in the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, if he has served for more than three years.”

<sup>115</sup>(6) Notwithstanding anything contained in rule 5, all persons working as Lower Division Clerks during the period from 1.4.1980 to 31.12.1984 on urgent temporary basis and who have not passed the competitive examination held by the Commission as yet shall on availability of permanent vacancies be made permanent subject to the condition that they pass qualifying examination conducted by the Commission in accordance with syllabus prescribed in Part-IV of Schedule-II:

Provided that the Commission shall not recommend any candidate who has failed to obtain a minimum of 35% marks in each of the compulsory and optional papers in the Lower Division Clerks Examination:

Provided further that if a person fails to pass the said examination his services shall be terminated on the expiry of 30 days from the date of receiving list of successful candidates by the Deputy Secretary to the Government, Department of Personnel and Administrative Reforms (B-I) Department.

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<sup>113</sup> Substituted for <sup>0</sup>(4) Notwithstanding anything contained in rule 5, all persons working as Lower Division Clerks on or after 1.4.1973 but before 1.8.1977 on ad hoc basis and who could not appear in or pass the competitive examination held by the commission in the year 1976 for regular recruitment to the said posts, shall, on availability of successful candidate for appointment to the said posts be adjusted again the posts Lower Division Clerks in the subordinate offices subject to the availability of vacant post. They will be allowed three chances to pass the \*qualifying Examination in accordance with the syllabus prescribed in Part V of Schedule-II” even though they may have crossed the minimum age limit prescribed under these rules.” vide Notification No. F.15(1)DOP/A-II/80, dated 31-3-1980.

<sup>0</sup> Added vide Notification No. F. 5(8)DOP/A-II/77, dated 28-01-1978.

\* Substituted for “said Examination” vide Notification No. F. 5(8)DOP/A-II/77, Part II dated 05-10-1978

<sup>114</sup> Added vide Notification No. F. 15(2)DOP/A-II/80, dated 13-05-1981.

<sup>115</sup> Added vide Notification No. F. 3(28)DOP/(A-II)/ 85, dated 1-05-1986.

<sup>116</sup>(7) Notwithstanding anything contained in rule 5, all persons working as Lower Division Clerks during the period from 1.4.80 to 31.12.84 on urgent temporary basis and who have not passed or appeared in the qualifying examination conducted by the Commission under sub-rule (6) of rule 23 on availability of permanent vacancy be made permanent subject to the condition that they pass a performance test conducted by the Appointing Authority within a period of three years in accordance with the provisions of the rules. Such persons shall be allowed three chances to pass the said test to be availed within a period of three years:

Provided that if a person fails to pass the said test in three chances to be availed within a period of three years he shall be liable to be removed from services.

<sup>117</sup>(8) Notwithstanding anything contained in rule 5 handicapped persons appointed on the post of L.D.C. during the period from 1.4.80 to 31.3.88 shall on availability of permanent vacancy be made permanent by the Appointing Authority on their work being satisfactory.

<sup>118</sup>(9) Notwithstanding anything contained in rule 5, all persons appointed as L.D.Cs. on ad hoc basis or on daily wages basis during the period from 1.1.85 to 31.3.90 and are still working as such on the date this amendment comes into force shall be appointed on regular basis on availability of vacancy subject to the condition that they pass a performance test conducted by the appointing authority within a period of three years in accordance with the provisions of the rules. Such persons shall be allowed three chances to pass the said test to be availed within a period of three year:

Provided that if a person fails to pass the said test in three chances to be availed within a period of three years, he shall be liable to be removed from services.

## **PART – V**

### **Procedure for Recruitment by promotion**

**24. Criteria for selections.**- The holders of the posts enumerated in column 5 of the Schedule I shall be eligible for promotion to posts specified in column 2 subject to their possessing minimum qualifications and experience specified in column 6 of Schedule <sup>119</sup>"on the 1<sup>st</sup> day of April preceding the date of selection under rules 25, 26 or 26-A".

<sup>120</sup>Deleted.

<sup>121</sup>**Explanation.**— In case direct recruitment to a post has been made earlier than regular selection for promotion in a particular year such of the persons, who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first shall also be considered for promotion.

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<sup>116</sup> Added vide Notification No. F. 3(28)DOP/A-II/ 85, dated 18-08-1989.

<sup>117</sup> Added vide Notification No. F. 3(6)DOP/(A-II)/ 80, dated 7-12-1989.

<sup>118</sup> Added vide Notification No. F. 3(56)DOP/A-II/ 84, dated 12-10-1992.

<sup>119</sup> Added vide Notification No. F. 2(45)DOP/B-I/ 72, dated 7-11-1975.

<sup>120</sup> Deleted "Provided that no Stenographer shall be promoted as Senior Stenographer unless the Committee is satisfied that he has passed the qualifying test held by the Commission at 120 words per minute in English dictation or 100 words per minute in Hindi dictation. Persons who are above 50 years of age and are otherwise due for promotions shall not be required to pass the test." vide Notification No.F.3(13)DOP/A-II/73, dated 5-03-1976.

<sup>121</sup> Added vide Notification No. F. 7(1)DOP/A-II/75, dated 20-09-1975.

<sup>122</sup>**24-A.**- No officer shall be considered for promotion unless he is substantively appointed and confirmed on the next lower post. If no officer substantive in next lower post is eligible for promotion, officers who have been appointed on such post on officiating basis after selection in accordance with one of the methods of recruitment or under any Service Rules promulgated under proviso to Article 309 of the Constitution of India may be considered for promotion on officiating basis only in the order of seniority in which they would have been had they been substantive on the said lower post.

**25. Procedure for Selection.**- (1) As soon as it is decided that a certain number of posts shall be filled by promotion during the course of the year, the Appointing Authority shall prepare a list containing names of member of the Service holding next below grade in the nature of posts included in each group of Schedule I up to 5 times the number of vacancies and arrange their names in order of seniority.

(2) A Committee consisting of the <sup>123</sup>“Secretary/Special Secretary to the Government in the Department of Personnel” and two other Deputy Secretaries to Government nominated by the Chief Secretary to the Government shall consider the cases of all persons included in the last interviewing such of them as they may deem necessary and shall prepare a list containing names of suitable candidates equal to the number of such posts as indicated in sub-rule (1) in accordance with the prescribed procedure:

<sup>124</sup>Provided that in case any Member of Member-Secretary, as the case may be, constituting the Committee has not been appointed to the post concerned, the officer holding charge of the post for the time being shall be the Member or Member-Secretary, as the case may be, of the Committee.

(3) The name of the candidates selected as suitable, shall be arranged in the order of seniority.

<sup>125</sup>(4) Deleted.

<sup>126</sup>(5) Deleted.

<sup>127</sup>(6) Deleted.

<sup>128</sup>(7) Deleted.

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<sup>122</sup> Inserted vide Notification No. F. 7(1)DOP/(A-II)/74, dated 5-07-1974.

<sup>123</sup> Substituted for "Special Secretary to the Government \*(Department of Personnel)" vide Notification No. F. 7(1)DOP/A-II/94, dated 24.7.1995. w.e.f. 12-05-1992.

\* Substituted for "Appointment Department" vide Notification No. F. 1(13)DOP/A-II/72-I Dated 3-01-1973 w.e.f. 17-07-1972

<sup>124</sup> Added vide Notification No. F. 7(5)DOP/A-II/78, dated 21-12-1978 w.e.f. 07-03-1978

<sup>125</sup> Deleted "(4). The Committee shall also prepare a list containing the names equal in number to existing temporary vacancies and a separate list containing the names of persons equal to the number of vacancies referred to in sub-rule (1) for making temporary appointments on the basis of seniority cum merit to fill the existing temporary vacancies and temporary or permanent posts likely to be created during the course of the year respectively, and the said lists" shall remain in force until they are reviewed by the next Committee," vide Notification No. F. 7(6)DOP/A-II/75, dated 30-04-1976.

<sup>126</sup> Deleted "(5). The list prepared by the Committee for promotion to the posts of Section Officers shall be sent to the Chief Secretary to Government and the lists prepared by the Committee in respect of the other posts shall be sent to the Appointing Authority together with the Confidential Rolls and the Personal Files of the candidates included in the lists as also of those superseded, if any." vide Notification No. F. 2(3)DOP/B-I/75, dated 30-5-1975. Effective from 1-01-1975.

<sup>127</sup> Deleted "(6). 4 posts of Section Officers shall be reserved for appointment from amongst Selection Grade Stenographers and Senior Stenographers who have acquired experience as specified in column 6 as against entry at Serial No.1. in Group A of Schedule-I. The Committee constituted under Sub-rule (2) above shall be selected from amongst them as many suitable persons as the number of vacancies is earmarked for them in this rule. The Committee shall arrange the name of persons selected in the order of seniority and shall submit the list to the Appointing Authority together with the Character Rolls, Personal Files and other information considered relevant by the Committee relating to the persons selected as also all those superseded, if any ", vide Notification No. F. 2(3)DOP/B-I/75, dated 30-5-1975 Effective from 1-01-1975.

<sup>128</sup> Deleted "(7). Two posts of Section Officers shall also be reserved for appointment from amongst the Assistant Head Translators and the Vidhi Rachnakar Translators, who were appointed to officiate as Section Officer proper to 15.5.1967, provided that such a reservation shall cease as soon as the first meeting of the Committee is held under the provisions of these Rules." vide Notification No. F. 2(3)DOP/B-I/75, dated 30-5-1975. Effective from 1-01-1975.

**25. Criteria, Eligibility and Procedure for Promotion:-** (1) As soon as the Appointing Authority determines the number of vacancies under rule regarding determination of vacancies of these rules and decides that a certain number of posts are required to be filled in by promotion, it shall subject to the provisions of sub-rule (6), prepare a correct and complete list of the senior most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

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<sup>§</sup> Substituted for <sup>X</sup>“25. Revised Criteria, Eligibility and Procedure for Promotion to Junior, Senior and other posts encadred in the Service:- (1) As soon as the Appointing Authority determines the number of vacancies under rule regarding determination of vacancies of these rules and decides that a certain number of posts are required to be filled in by promotion, it shall subject to provisions of sub-rule(9), prepare a correct and complete list of the senior-most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

<sup>£</sup>(1A) No person shall be considered for promotion for 5 recruitment years from the date on which his promotion becomes due, if he/she has more than two children on or after 1st June, 2002.

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

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

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

(2) The persons enumerated in Column 5 or the relevant column regarding “post from which promotion is to be made”, as the case may be, of the relevant Schedule shall be eligible for promotion to posts specified against them in column 2 thereof to the extent indicated in Column 3 subject to their possessing minimum qualifications and experience on the first day of the month of April of the year of selection as specified in Column 6 or in the relevant Column regarding “minimum qualification and experience for promotion”, as the case may be.

<sup>a</sup>“Provided that for first promotion in the service if number of persons substantively appointed and confirmed on the lowest post, equal to the number of vacancies, are not available then persons who have been appointed to the lowest post in the Service after selection in accordance with one of the methods of recruitment prescribed under these Rules, shall also be eligible if they fulfill other conditions of eligibility.”

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

<sup>b</sup>“(3) No person shall be considered for first promotion in the Service unless he is substantively appointed and confirmed on the lowest post in the Service. After first promotion in the Service, for subsequent promotions to higher posts in the Service, a person shall be eligible if he has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under any Service Rules promulgated under proviso to Article 309 of the Constitution of India.”

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

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

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

(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.

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

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

\* Deleted Proviso

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

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

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

<sup>c</sup>"Explanation:- If in a service, in any category of post, number of posts available for promotion is an odd number then for purpose of determining the vacancies for selection by promotion on the basis of seniority-cum-merit and merit in the proportion of 50:50, the following cyclic order shall be followed :

The first vacancy by seniority-cum-merit;

The subsequent vacancy by merit;

The cycle to be repeated."

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

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

Provided that:-

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

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

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

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

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

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

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

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

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

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

(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.

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

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

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

<sup>g</sup>(9) "The zone of consideration of persons eligible for promotion shall be as under:-

- |                                |   |
|--------------------------------|---|
| (i) Number of Vacancies        | Number of eligible persons to be considered |
| (a) for one vacancy            | five eligible persons                       |
| (b) for two vacancies          | Eight eligible persons.                     |
| (c) for three vacancies        | Ten eligible persons.                       |
| (d) for four or more vacancies | Three times the number of vacancies         |
- (ii) Where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.
- (iii) Where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to <sup>h</sup>"seven" times the number of vacancies and the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.
- (iv) For the highest post in a State Service:-
- (a) if promotion is from one category of post, eligible persons upto five in number shall be considered for promotion;
- (b) if promotion is from different categories of the posts in the same pay scale, eligible persons upto two in number from each category of posts in the same pay scale shall be considered for promotion;
- (c) if promotion is from different categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit in the higher pay scale then only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior-most eligible persons in all."

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

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

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

<sup>@</sup> Clause (i) of sub-rule (9) substituted for "The zone of consideration of persons eligible for promotion shall be as under:-

- |                         |   |
|-------------------------|---|
| (i) Number of vacancies | Number of eligible persons to be considered.                |
| (a) 1 to 5 vacancies    | 4 times of the number of vacancies                          |
| (b) 6 to 10 vacancies   | 3 times, but atleast 20 eligible persons to be considered   |
| (c) Above 10 vacancies  | 2 times, but atleast 30 eligible persons to be considered." |

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

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

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

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

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(10) Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, Constitution of the Committee and procedure for selection shall be the same as prescribed elsewhere in these rules.

<sup>h</sup>(11)(a) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these rules and shall prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, equal to the number of vacancies determined under rule relating to "Determination of vacancies" of these rules. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, shall be arranged in the order of seniority on the category of posts from which selection is made.

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

(c) Such lists shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other Service Record of all the candidates included in the lists as also of those not selected, if any."

<sup>i</sup>"Explanation:- For the purpose of selection for promotion on the basis of merit no person shall be selected if he does not have "outstanding" or "Very Good" record in at least five out of the 7 years preceding the year for which D.P.C. is held"

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

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

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

<sup>i</sup> Substituted for <sup>h</sup>"Explanation:- For purpose of selection for promotion on the basis of merit, officers with "Outstanding" or consistently "Very Good" record shall only be selected and their names arranged in the order of seniority." vide Notification No. F. 7(10)DOP/A-II/77 dated 30-11-1991

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

<sup>j</sup>(11-A) If in any subsequent year, after promulgation of these rules, vacancies relating to any earlier year are determined under sub-rule (2) of rule relating to determination of vacancies which were required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotions shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate, and the service/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which he would have derived at the time of his promotion but no arrears of pay shall be allowed to him."

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

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

**h** “(4) The person who had not been considered for promotion upto the year 2019-2020 because he/she had more than two children on or after 1<sup>st</sup> June 2002 shall be considered for promotion from the date on which his/her promotion was due and on such promotion his/her pay shall be refixed at the pay which he/she would have drawn but no arrear shall be paid and if any person who has more than two children on or after 1<sup>st</sup> June, 2002 and his promotion becomes due in the year 2020-2021 or thereafter shall be considered for promotion from the date on which his/her promotion becomes due and his/her pay shall be fixed for the promotional post, but he/she shall be entitled for annual increment notionally for three subsequent years and after such three years he/she shall be allowed actual benefits of such increments, however no arrears shall be paid for such notional increments. There shall be no consequential effect on subsequent promotions of the person promoted as per provisions of this sub-rule. The person already promoted shall not be reverted due to implementation of this sub-rule.”

Provided that:—

- (i) the persons having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she has on 1<sup>st</sup> June, 2002 does not increase.
- (ii) where a Government servant has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

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**k** “(11-B) The Government or the Appointing Authority may order for the review of the proceedings of the D.P.C. held earlier on account of some mistake or error apparent on the face of record, or on account of a factual error substantially affecting the decision of the D.P.C or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any Court or Tribunal, or where adverse entries in the confidential reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission (where Commission is associated) shall always be obtained before holding the meeting of the review D.P.C.”

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

(12) Where consultation with the Commission is necessary the lists prepared by the committee shall be forwarded to the Commission by the Appointing Authority along with the Personnel Files and Annual Confidential rolls of all the persons whose names have been considered by the Committee.

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

(14) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (13) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised, as the case may be.

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

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

**h** Substituted for (4) No person shall be considered for promotion \***“three recruitment years”** from the date on which his promotion becomes due, if he/she has more than two children on or after 1<sup>st</sup> June, 2002;” vide Notification No. F. 7(1)DOP/A-II/95/pt., dated 16.03.2023.

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

**X** Substituted for “25. Revised Criteria, Eligibility and Procedure for promotion to Junior, Senior and other posts encadred in the Service:- (1) Selection for promotion in the regular line of promotion from the post not included in the service to the lowest post or category of post in the Service shall be made strictly on the basis of merit.

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

€(iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted. (w.e.f. 01.06.2002)

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

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

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

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

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

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

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

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

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

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

(7) Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, constitution of the Committee and procedure for selection shall be the same as prescribed elsewhere in these Rules.

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

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

(9) Where consultation with the Commission is necessary the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority along with the Personal Files and Annual Confidential Rolls of the persons whose names have been considered by the Committee.

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

(11) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (10) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised as the case may be.

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

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

<sup>β</sup>(iv) any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not be deemed to be disqualified with effect from 01.06.2002, if any child is born out of single delivery from such remarriage.

(5) Selection for promotion on the post included in the service shall be made on the basis of seniority-cum-merit;

Provided that promotion on the highest post in the State service if it is atleast third promotion shall be made on the basis of merit alone.

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

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

(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 upto seven times the number of vacancies and the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(iv) For any post in the Service:

- (a) if promotion is from more than one categories of posts in the same pay scale, eligible persons up to two in number from each category of posts in the same pay scale shall be considered for promotion;

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<sup>γ</sup>(11-A) Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceedings is under progress at the time promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.

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

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

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

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

(b) if promotion is from more than one categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit or seniority cum merit, as the case may be, in the higher pay scale than only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all.

(7) Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, constitution of the Committee and procedure for selection shall be the same as prescribed elsewhere in these rules.

(8) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of post(s) concerned under these rules and shall prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules equal to the number of vacancies determined under these rules. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, shall be arranged in the order of seniority of the category of post(s) from which selection is made.

(9) The Committee may also prepare a list on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, containing names of persons not exceeding the number of persons selected in the list prepared under sub-rule (8) above to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis of seniority-cum-merit or on the basis of merit shall be arranged in the order of seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the Committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the year for which the meeting of the Committee is held.

(10) Lists prepared under sub-rule (8) and (9) shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other Service Records of all the candidates included in the lists as also of those not selected, if any.

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

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

(12) The Government or the Appointing Authority may order for the review of the proceedings of the Committee held earlier on account of some mistake or error apparent on the face of record, or on account of a factual error substantially affecting the decision of the Committee or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any Court or Tribunal, or where adverse entries in the confidential reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission (where Commission is associated) shall always be obtained before holding the meeting of the review Committee.

(13) Where consultation with the Commission is necessary the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority along-with the Personal Files and Annual Confidential Rolls/Annual Performance Appraisal Reports of all the persons whose names have been considered by the Committee.

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

(15) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (14) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised or remained in force, as the case may be.

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

(17) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these Rules.

<sup>129</sup>**26-A. Procedure for promotion to the posts of <sup>130</sup>“Clerk Grade-I”.**- (1) 67% of the vacancies in the posts of <sup>130</sup>“Clerk Grade-I” shall be filled in by promotion on the basis of seniority-cum-merit and the provisions contained in rule 25 shall apply to the filling of such vacancies.

(2) For appointment by promotion to 33% of vacancies to the posts of <sup>130</sup>“Clerk Grade-I” to be filled in from amongst the <sup>131</sup>“Clerk Grade-II” <sup>132</sup>“and Telephone operators” of the Rajasthan Secretariat as specified in column 6 against entry as (S.No.3) under Group A of Schedule I, a competitive examination shall be held by the Commission at such intervals as the Appointing Authority may determine, from time to time in consultation with the Commission in accordance with the syllabus specified for the said examination in Schedule – III.

<sup>133</sup>Provided that for purpose of holding 1<sup>st</sup> Competitive Examination under this Rule vacancies in the ratio aforesaid shall be calculating w.e.f. 1<sup>st</sup> January, 1972. Vacancies existing before the said date shall be filled up on the basis of seniority-cum-merit:

<sup>134</sup>Provided further that only one post of <sup>130</sup>“Clerk Grade-I” will be reserved every year to be filled in from amongst Telephone Operators having 7 years’ service as Telephone Operator in Secretariat. If in any year no Telephone Operator is successful/eligible the reserved vacancy will lapse and the reservation will not carried forward, this reservation shall be for a period of 5 years for the examinations to be held from 1974-75 to 1978-79 and shall cease thereafter from 31-3-1979.

(3) The Commission in holding the competitive examination mentioned in sub-rule (2) shall, as far as may be, follow the same procedure as is laid down in Part IV, of the Rules.

<sup>135</sup>**26-AA. Restriction of promotion of persons foregoing promotions:-** In case a person on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendation of the Departmental Promotion Committee, forgoes such an appointment through his written request and if the concerned Appointing Authority accepts his/her request, the person concerned shall be debarred from consideration for promotion (both on the basis of urgent, temporary appointment or on regular basis) for subsequent two recruitment years for which the Departmental Promotion Committee is held and the name of such person who forgoes promotion shall not be included in the seniority-cum-eligibility list to be placed before the Departmental Promotion Committee for subsequent two recruitment years.

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<sup>129</sup> Inserted vide Notification No. F. 2(30)DOP/B-1/71, dated 15-09-1972.

<sup>130</sup> Substituted for the expression "Upper Division Clerks" vide Notification No. F. 7(2)DOP/A-II/ 2006 dated 30/09/2014.

<sup>131</sup> Substituted for the expression "Lower Division Clerks" vide Notification No. F. 7(2)DOP/A-II/ 2006 dated 30/09/2014.

<sup>132</sup> Inserted vide Notification No. F. 2(46)DOP/B-I/ 67, dated 29-05-1974.

<sup>133</sup> Added vide Notification No. F. 2(20)Appts/B-I/ 71, dated 8-03-1973.

<sup>134</sup> Inserted vide Notification No. F. 2(46)DOP/B-I/ 67, dated 29-05-1974.

<sup>135</sup> Substituted for \*26-AA. Restriction of Promotion of persons forgoing Promotions.- In case a persons, on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental Promotion Committee, forgoes such an appointment 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 of the recommendations of the Departmental Promotion Committee)." vide Notification No. F. 7(1)DOP/A-II/98, dated 5.8.1998.

\* Added vide Notification No. F. 15(16)DOP/A-II/80, dated 30-11-1981.

**PART VI**  
**Appointment, Probation and Confirmation etc.**

<sup>136</sup>**27. Appointment to the Service.**- Appointment by promotion to the posts in the service, specified in the Schedule appended with these Rules, shall be made by the Appointing Authority, on the occurrence of the vacancies as determined under rule 8, from amongst the persons selected under rule 25 and 26, as the case may be.

<sup>137</sup>**28. Urgent temporary appointment.**- A vacancy in the Service which cannot be filled in immediately either by direct recruitment or by promotion under the rules may be filled in <sup>138</sup>"on urgent temporary basis" by the Government or by the <sup>139</sup>"authority competent to make appointments" as the case may be, by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Services, 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:

<sup>140</sup>Provided further that in respect of the service or a post in the Service for which both the above methods of recruitment have been prescribed, the Government or the authority competent to make appointment, as the case may be, shall not, save with the specific permission of the Government in the Department of Personnel in the case of State Services and Government in the Administrative Department concerned in respect of other services, till the temporary vacancy against the direct recruitment quota by a whole-time appointment for a period exceeding three months other-wise than out of persons eligible for direct recruitment and after a short-term advertisement.

<sup>141</sup>(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 sub-rule (1) above, lay down general instructions for grant of permission to fill the vacancies on urgent temporary basis subject to such conditions and restrictions regarding pay and other allowance as it may direct. Such appointments shall however be subject to concurrence of the Commission as required under the said sub-rule.

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<sup>136</sup> Substituted for "27. Appointment.- All substantive appointments to the posts of Section Officers, Assistants, Senior Stenographers Upper Division Clerks, Varishtha Vidhi Rachnakar/ Head Translator and monitor shall be made by the Appointing Authority on occurrence of substantive vacancies by appointing persons from the respective list referred to in rules 25 and 26 as the case may be in the same order in which they have been placed in the list concerned" vide Notification No. F. 7(6)DOP/ A-II/74, dated 28-09-1974.

<sup>137</sup> Substituted for "28. Temporary appointments.- A vacancy of the Section Officers, an Assistant, an Upper Division Clerk, a Varishtha Vidhi Rachnakar/ Head Translator, a Senior Stenographer on a Monitor may be filled by the Appointing Authority for a period not exceeding one year by appointing there to temporarily a person eligible for appointment to the Service under the provisions of these Rules" vide Notification No. F. 1(10)DOP/A-II/72, dated 16-02-1973.

<sup>138</sup> Inserted vide Notification No. F. 21(6)Appts.(c)/56 Part. XIII, dated 15-09-1976.

<sup>139</sup> Substituted for "Appointing Authority" vide Notification No. F. 1(10)DOP/A-II/72, dated 12-09-1973.

<sup>140</sup> Substituted for "Provided further that in respect of a Service or a post in a Service for which both the methods of recruitment have been prescribed the Government (or the Appointing Authority as the case may be ) shall not fill the temporary vacancy by appointing a person eligible for direct recruitment unless no suitable person eligible for promotion is available." vide Notification No. F. 1(10)DOP/A-II/ 72, dated 28-11-1973.

<sup>141</sup> Inserted vide Notification No. F. 7(7)Karmik/Ka-II/75, dated 31-10-1975.

<sup>142</sup>**28-A. Restriction on urgent temporary appointment to the post of Stenographer.**- No urgent temporary appointment in the cadre of Stenographers in the Rajasthan Secretariat shall hereafter be made.

<sup>143</sup>**29. 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. Appointments on ad-hoc or urgent temporary basis shall not be deemed to be appointment after regular selection."

Provided- (1) that the seniority inter se of the persons appointed to a particular class of post before the commencement of these Rules shall be such as may be fixed by the competent authority under the rules in force preceding commencement of these Rules;

(2) that if two or more persons are appointed to the Service against the vacancies of a particular year, a person appointed by promotion shall be senior to a person appointed by direct recruitment irrespective of the year of appointment;

(3) that the seniority inter se of persons appointed to the Service by direct recruitment to a particular class of posts on the basis of one and the same selection, except those who do not join Service within a period of six weeks when a vacancy offered to them shall follow the order in which they have been placed in the list prepared under rule 22;

<sup>144</sup>(3-a)<sup>145</sup>"Notwithstanding anything contained to the contrary in substantive post of rule 29," the persons appointed as <sup>£</sup>"Clerk Grade-II" on ad hoc basis during the period from 1-4-1973 to 7-11-1975 and the persons covered under sub-rule (4) of rule 23 and appointed as <sup>£</sup>"Clerk Grade-II" as a result of passing the Performance Test conducted by the Appointing Authority in accordance with the syllabus prescribed in Part-V of Schedule-II shall rank junior to the persons already appointed regularly as a result of passing the examination conducted by the Commission in the year 1976 and also of the persons who have been appointed regularly upto 31-3-1973 under sub-rule (2) of rule 23 inserted vide Notification No.23 F.3(2)DOP/A-II/73, dated 24<sup>th</sup> October, 1974 but shall rank senior to the persons appointed as <sup>£</sup>"Clerk Grade-II" as a result of passing the examination conducted by the Commission in the year, 1978 in accordance with the syllabus prescribed in Part-IV of Schedule-II.

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<sup>142</sup> Added vide Notification No. F. 3(4)DOP/A-II/77, dated 15-03-1978.

<sup>143</sup> Substituted for <sup>#</sup>"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/ Selection in the Service, as the case may be shall be determined from the date of their regular selection to such post." vide Notification No. F. 7(1)DOP/A-II/96, dated 10-10-2002.

<sup>#</sup> Substituted for <sup>\*</sup>"Seniority in the service shall be determined in each category of the services by the year of substantive appointment." vide Notification No. F. 7(8)DOP/A-II/78, dated 20-07-1979.

<sup>\*</sup> Substituted for "Seniority in each class of posts in the Service shall be determined by the date of order of substantive appointment, to that class of post in the Service" vide Notification No. F. 7(6)DOP/A-II/73, dated 15-11-1976.

<sup>144</sup> Substituted for <sup>0</sup>"(3-a) that the Persons, covered under sub-rule (4) of rule 23 of these rules, appointed to the posts of Lower Division Clerks as a result of passing the qualifying examination conducted by the commission in a accordance with the syllabus prescribed in Part V of Schedule II of these rules shall rank junior to the persons already appointment regularly as a result of passing the examinations conducted by the Appointing Authority or the Commission upto year 1976 in accordance with the provisions of these rules have been appointed regularly under sub-rule(2) of rule 23 but shall rank Senior to these Lower Division Clerks appointed as a result of passing the examination conducted by the Commission in the year, 1976 in accordance with the syllabus prescribed in Part IV of Schedule II of these rules." vide Notification No. F. 15(1)DOP/A-II/80, dated 31-03-1980.

<sup>0</sup> Added vide Notification No. F. 5(8)DOP/A-II/77 Part II, dated 5-10-1978.

<sup>£</sup> Substituted for "Lower Division Clerks" vide Notification No. F. 7(2)DOP/ A-II/ 2006 dt. 30/09/2014.

<sup>145</sup> Substituted for "that" vide Notification No. F. 15(1)DOP/A-II/80, dated 10-11-1980. (w.e.f. 1-04-1980)

- <sup>146</sup>(3-b) that the Seniority inter se of the persons, covered under sub-rule (4) of rule 23 of these rules, appointed to the posts of \*‘‘Clerk Grade-II’’ shall follow the order in which they have been placed in the list prepared under rule 22.
- <sup>147</sup>(3-c) notwithstanding anything contained to the contrary in substantive part of rule 29 the persons appointed as \*‘‘Clerk Grade-II’’ on ad-hoc basis during the period from 1-4-1978 to 31-3-1980 and have passed the Performance Test conducted by the Appointing Authority in accordance with the syllabus prescribed in Part V of the Schedule-II, shall rank junior to the person appointed regularly as a result of passing the examination conducted by the Rajasthan Public Service Commission during the year, 1979 in accordance with the syllabus prescribed in Part-II of Schedule -II;
- <sup>148</sup>(3-d) that notwithstanding anything contained to the contrary in substantive part of Rule 29 the persons appointed as \*‘‘Clerk Grade-II’’ under sub-rule (6) of rule 23, shall rank junior to the persons appointed regularly as a result or passing the competitive examination conducted by the commission during the year 1985, and the inter-se-seniority of persons appointed during the period from 1-4-1980 to 31-12-1984 shall be determined on the basis of the length of continuous service;
- <sup>149</sup>(3-e) that notwithstanding anything contained to the contrary in substantive part of rule 29, persons appointed \*‘‘Clerk Grade-II’’ under sub-rule (7) of rule 23, shall rank junior to the persons appointed regularly as a result of passing the qualifying examinations conducted by the commission under rule (6) of rule 23 and their seniority inter se shall be determined on the basis of the length of continuous service on urgent temporary basis.
- <sup>150</sup>(3-f) that notwithstanding anything contained to the contrary in substantive Part of rule 29, physically handicapped persons appointed as \*‘‘Clerk Grade-II’’ during the period from 1-4-80 to 31-12-84 and regularised in accordance with sub-rule (8) of rule 23 shall rank Junior to persons appointed regularly after passing the qualifying examination conducted by the Commission under the provision of sub-rule (6) of rule 23. The seniority of these persons vis-a-vis persons appointed regularly under sub-rule (7) of rule 23 shall be determined on the basis of length of continuous service;
- Physically handicapped persons appointed as \*‘‘Clerk Grade-II’’ during the period from 1-1-85 to 31-3-88 shall rank junior to the persons appointed during the period from 1-4-80 to 21-12-84 and regularised under sub-rules (6) and (7) of rule 23 of these rules.
- <sup>151</sup>(3-g) that notwithstanding anything contained to the contrary in substantive part of rule 29, the persons appointed as \*‘‘Clerk Grade-II’’ under sub-rule (9) of rule 23 shall rank junior to the persons appointed regularly as a result of passing the Competitive examination conducted by the commission and their inter se seniority shall be determined on the basis of length of continuous service on ad hoc basis and or daily wages basis.

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<sup>146</sup> Added vide Notification No. F. 5(8)DOP/A-II/77/pt-II, dated 5-10-1978.

\* Substituted for "Lower Division Clerks" vide Notification No. F. 7(2)DOP/ A-II/ 2006 dt. 30/09/2014.

<sup>147</sup> Added vide Notification No. F. 15(1)DOP/A-II/80, dated 17-08-1983.

<sup>148</sup> Added vide Notification No. F. 3(28)DOP/A-II/85, dated 1-05-1986.

<sup>149</sup> Added vide Notification No. F. 3(28)DOP/A-II/85, dated 18-08-1989.

<sup>150</sup> Added vide Notification No. F. 3(6)D.O.P/A-II/80, dated 7-12-1989.

<sup>151</sup> Added vide Notification No F. 3(56)/DOP/A-II/84, Dated 12-10-1992.

<sup>152</sup>(4) that the persons selected and appointed as a result of a selection, which is not subject to review and revision, shall rank senior to the persons who are selected and appointed as a result of subsequent selection.

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

(5) that the persons appointed as Stenographers from amongst <sup>153</sup>“Clerk Grade-II and Clerk Grade-I” shall be senior to the persons appointed as such by direct recruitment in the same year.

<sup>154</sup>(5-A) Deleted.

<sup>154</sup>(5-B) Deleted.

<sup>154</sup>(5-C) Deleted.

<sup>154</sup>(5-A) that seniority inter se of the persons substantively appointed under proviso 5-A to rule 5 shall be determined by total continuous length of their service on the Post of Stenographer or Steno-typist in the Secretariat.

<sup>155</sup>(5-B) that seniority inter se of the persons substantively appointed under proviso 6-A to rule 5 shall be determined by total continuous length of their services on the Post of Stenographer in the Secretariat.

<sup>156</sup>(6) Deleted.

(7) that if two or more persons are appointed to the Post of <sup>157</sup>“Clerk Grade-I” in the same year a person appointed by promotion shall be senior to person appointed by direct recruitment.

<sup>158</sup>(8) Deleted.

<sup>159</sup>(9) that notwithstanding anything contained in proviso (4) above, the seniority inter se of the persons selected as Stenographers from amongst <sup>160</sup>“Clerk Grade-II/Clerk Grade-I” of the Secretariat shall be in the same order in which their names appear in the select list prepared by the Commission.

<sup>161</sup>(10) Deleted.

<sup>161</sup>(11) Deleted.

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<sup>152</sup> Substituted for “(4) that the persons selected and appointed as a result of a selection which is not subject to review and revision, shall rank seniority to the persons who are selected and appointed as a result of subsequent selection. Seniority inter se of persons selected on the basis of seniority-cum-merit shall be the same as in the next below grade, except in case of continued officiation on higher posts when it shall be in accordance with the length of continued officiation, provided that such officiation was not ad hoc or fortuitous.” vide Notification No. F. 7(10)DOP/A-II/77, dated 17-06-1978

<sup>153</sup> Substituted for “Lower Division Clerks and Upper Division Clerks” vide order No. F. 7(2)DOP/ A-II/ 2006 dt. 30.09.2014.

<sup>154</sup> Deleted “(5-A) that the inter se seniority of persons substantively appointed under proviso (5-A) to rule 5 shall be determined by the total length of their Service on the Stenographer or Steno-typist in the Secretariat;

(5-B) that the inter se seniority of persons appointed under proviso (5-B) to rule 5 shall be determined by the total length of their service on the post of Stenographer or Steno-typist in the Secretariat;

(5-C) that persons referred to in provisos (5-A) and (5-B) shall rank junior to all the persons appointed as Stenographers by direct recruitment through competitive examination before the substantive appointment or recruitment of such persons as aforesaid under the said provisos.” and inserted the new proviso 5-A; vide Notification No. F. 2(44)DOP/B-I/70, dated 13.12.1974, Effective from 15.09.1972.

<sup>155</sup> Added vide Notification No. F. 3(13)DOP/A-II/ 73, dated 27-12-1978.

<sup>156</sup> Deleted “(6) that if two or more persons are appointed as Section Officers in the same year from amongst Assistants and the Stenographer, the persons appointed from amongst the Assistants shall rank senior to the Stenographers; vide Notification No. F. 2(3)DOP/B-I/75, dated 30-05-1975 (w.e.f. 1-01-1975).

<sup>157</sup> Substituted for “Upper Division Clerks” vide order No. F. 7(2)DOP/ A-II/2006 dt. 30.09.2014.

<sup>158</sup> Deleted “(8) that the seniority inter-se of persons appointed to the posts of Senior Stenographers in the same year after they have passed the prescribed examination or the candidates exempted from the examination due to their attaining 48 years of age, shall be the same as in the next below cadre.” vide Notification No. F. 7(10)DOP/A-II/77, dated 17-06-1978.

<sup>159</sup> Inserted vide Notification No. F. 2(9)DOP/B-I/75, dated 18-08-1975. Effective from 5-05-1970.

<sup>160</sup> Substituted for “LDC/UDC” vide Notification No. F. 7(2)DOP/ A-II/2006 dated 30.09.2014.

<sup>161</sup> Deleted “(10) that the seniority inter se of persons appointed under proviso (10) to rule 5 shall be determined only after passing the test and their past services as ad hoc/ urgent temporary/officiating Stenographer or Steno typist shall not be taken into account for the purpose.

(11) that the seniority of the persons appointed as Lower Division Clerks under proviso (10) to rule 5 shall be determined on the basis of their length of continuous service on a ministerial post.” vide Notification No. F. 3(4)DOP/A-II/77, dated 15-3-1978.

<sup>162</sup>(12) Deleted

<sup>163</sup>(13) Withdraw

<sup>164</sup>(14) “that reservation for Scheduled Castes and Scheduled Tribes employees, with consequential seniority, shall continue till the roster points are exhausted; and adequacy of promotion is achieved.

Once the roster points are complete the theory of replacement shall thereafter be exercised in promotion whenever vacancies earmarked for Scheduled Castes/Scheduled Tribes employees occur.

If on the application of these provisions the Scheduled Castes/ Scheduled Tribes employees who had been promoted earlier and are found in excess of the adequacy level, shall not be reverted and shall continue on ad-hoc basis, and also any employee who had been promoted in pursuance to Notification No. F. 7(1)DOP/A-II/96 dated 1/4/1997 shall not be reverted.

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

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

<sup>165</sup>(15) that the seniority interse of the persons appointed under provisio (14) to sub-rule of rule 5 shall be determined according to the merit list prepared and sent by the Commission. These persons shall rank junior to the persons selected in the Lower Division Clerk Combined Competitive Examination, 2011 and the persons regularly appointed in that respective financial year.

<sup>166</sup>“**30. Period of Probation.-** (1) A person entering the service by Direct Recruitment against a clear vacancy shall be placed as Probationer-trainee for a period of 2 years.

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<sup>162</sup> Deleted <sup>£</sup>“(12) “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/ OBC candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste/ Scheduled Tribe in the immediate higher post/grade.” vide Notification No. F. 7(1)DOP/A-II/2002, Dated 28-12-2002 w.e.f 1-4-1997

<sup>£</sup> Added vide Notification No. F. 7(1)DOP/A-II/96, Dated 1-04-1997

<sup>163</sup> Withdrawn <sup>“</sup>“(Notification No. F. 7(1) DOP/A-II/2002 dated 28.12.2002) and <sup>θ</sup>(F. 7(3) DOP/A-II/2008 dated 25.04.2008) from the date they were issued” vide Notification No. F. 7(3)DOP/A-II/2008 dated 11.09.2011.

<sup>θ</sup> Deleted <sup>“</sup>“Provided that a candidate who has got the benefit of proviso inserted vide Notification No. F. 7(1)DOP/A-II/96 Dated 01.04.1997 on promotion to an immediate higher post shall not be reverted and his seniority shall remain unaffected. This proviso is subject to final decision of the Hon’ble Supreme Court of India Writ Petition (Civil) No. 234/2002 All India Equality Forum v/s Union of India and Others.” vide Notification No. F. 7(3)DOP/A-II/2008, dated 25.04.2008(w.e.f. 28.12.2002)

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

<sup>164</sup> Added vide Notification No. F. 7(3)DOP/A-II/2008 dated 11.09.2011 w.e.f. 01-04-1997.

<sup>165</sup> Added vide Notification No. F. 3(2)DOP/A-2/18 dated 24-05-2019.

<sup>166</sup> Substituted for <sup>\*</sup>“30. Period of probation.- <sup>#</sup>(1) All persons appointed to the service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the Service by probation/ special selection 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 <sup>h</sup>“/Special selection” or by direct recruitment against a substantive vacancy, officiated or temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their preference in respective quota or reservation in recruitment;

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

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

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.

<sup>167</sup>Provided further that the period of service rendered in earlier service, after regular appointment, shall be taken into consideration while computing period of probation in the later service, if the candidates have been appointed on same post in another service, due to change in merit owing to revision of result of the combined competitive examination through which they were selected or any other reason.

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

<sup>168</sup>(3) Deleted.

<sup>169</sup>**30-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, which ever is advantageous to him/her.

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Explanation.- In case of a person who dies 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.

\* Substituted for "30. Probation.- (1) All members of the Service appointed by direct recruitment shall be on probation for a period of two years and those appointed by promotion shall be on probation for a period of one year except that the persons promoted within the Service shall not be placed on Probation:

Provided that such of them as have previous to such appointment officiated or served temporarily on the post encadred in the Service may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation up to a maximum of six months..

(2) During the period of probation each probationer shall be required to pass such departmental examination and/or to undergo such training as the Government may, from time to time prescribed." vide Notification No. F. 1(35)Karmik(Ka-II)/74, dated 4.05.1977.

# Substituted for "Every person appointed against a substantive vacancy in the Service by direct recruitment shall be placed on probation for a period of two years and those appointed by promotion <sup>4</sup>/special selection" to any post against such a vacancy shall be on probation for a period of one year." vide Notification No. F.1(35)DOP/A-II/74, dated 9-04-1979.

<sup>4</sup> Inserted vide Notification No. F. 1(35)Karmik/Ka-II/74, dated 3-08-1977

<sup>167</sup> Added vide Notification No. F. 7(2)DOP/A-2/2005 Pt. Dated 9/9/2015 w.e.f. 03-09-2012.

<sup>168</sup> Deleted \*\*"(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 w.e.f. 20-01-2006.

\* Added vide Notification No. F. 7(2)DOP/A-II/2005, dated 13-6-2008 w.e.f. 20-01-2006.

<sup>169</sup> Added vide Notification No. F. 7(2)DOP/A-2/2005, dated 13-6-2008.

**#30-B. Confirmation in certain cases.**- <sup>170</sup>(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the service by direct recruitment as a probationer trainee under these rules has not been confirmed within six months after satisfactory completion of probation for a period of two years shall be entitled to be treated as confirmed in accordance with his/her seniority if,-

- (i) he/she has worked on the post or higher post under the same Appointing Authority or would have so worked but for his/her deputation or training;
- (ii) he/she fulfills conditions as are prescribed under rule relating to confirmation subject to 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-rules the period mentioned in sub-rule (1) above, may be extended as prescribed for a probation or under the Rajasthan Civil Services (Departmental Examinations) Rules, 1959 and any other rule or by one year, whichever is longer. If the employee still fails to fulfill the conditions mentioned in sub-rule (1) above, he will be liable to be discharged or terminated from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled.

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# Renumbered \*\*“(30-A)” as “(30-B)” ; vide Notification No. F. 7(2)DOP/A-II/2005, dated 13-06-2008.

\* Substituted for <sup>F</sup>“(30-A) (a) Notwithstanding anything contained in the rule, if no order of confirmation is issued by the Appointing Authority within a period of six months an employee appointed on temporary or officiating basis who has/after the date of his regular recruitment by either method of recruitment completed a period of two years service or less in the case of those appointed by promotion where the period of probation prescribed is less, on the post of a higher post under the same Appointing Authority or would have so worked but for his deputation or training or shall on the occurrence of permanent vacancies be entitled to be treated as confirmed if the same conditions as are prescribed under the rules for the confirmation of a probationer are fulfilled subject to quota prescribed under the Rules and in accordance with his seniority:

Provided that if the employee has failed to give satisfaction or has not fulfilled any of the conditions prescribed for confirmation, such as passing of Departmental Examination training or probation cadre course etc. the aforesaid period may be extended as prescribed for probation or under the Rajasthan Civil Service Departmental Examination Rules, 1959 and any other Rules, or by one year, whichever is longer. If the employee still fails to fulfil the prescribed conditions or fails to give satisfaction he will be liable to be discharged 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:

Provided further that no person shall be debarred from confirmation after the said period of service if no reasons to the contract about the satisfactory performance of his work are communicated him within the said period.

(b) The reasons for not confirming an employee referred to in the second proviso to clause (a) shall in the case of a non-gazetted employee be also immediately, recorded by the Appointing Authority in his Service Book and C.R. File and in the case of Gazetted Officer communicated to the Accountant General, Rajasthan and in his Confidential Report File. A written acknowledgement shall be kept on record in all these cases.

Explanation:- (i) Regular recruitment for the purpose of this rule shall mean – (a) appointment after either of the methods of recruitment or on initial constitution of service in accordance with any of the Service Rules promulgated under proviso to Article 309 of the Constitution of India or for posts for which on Service Rules exists if the posts are within the purview of Rajasthan Public Service Commission recruitment in consultation with them but it shall not include an urgent temporary appointment ad hoc appointment or officiating promotion against temporary or lien vacancies which are liable to review revision from years to year. In case where the Service Rules specifically permit appointment by transfer, such appointment shall be treated regular recruitment if the appointment to the post from which the official was transferred was after regular recruitment. Persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited.

(ii) Persons who hold lien in 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 posts shall cases.” vide Notification No. F. 2(4)DOP/A-II/79, dated 22.11.1984,

<sup>F</sup> Substituted for “30-A. Notwithstanding anything contained in rule 30 on a permanent vacancy being available a person who has been appointed on a regular post against a temporary vacancy after a regular selection and has thereafter put in more than 2 years, service on such post or higher post shall be deemed to have completed the period of probation and shall be confirmed provided he fulfils other conditions of confirmation as laid down in these Rules” vide Notification No. F. 7(7)DOP/A-II/74, dated 28-12-1974.

<sup>170</sup> Substituted for “30-A. Confirmation in certain cases.- (1) Notwithstanding anything to the contrary contained in the preceding rule a person appointed to a post in the Service temporarily or on officiating basis who after regular recruitment by any one of the methods of recruitment prescribed under these Rules, has not been confirmed, within a period of six months on completion on a period of two years’ service in case he is appointed by direct recruitment or within a period of one year, 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 fulfils 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. 7(1)DOP/A-II/2020, dated 04-02-2022 w.e.f. 20-01-2006 and ERRATA of even No. dated 21-03-2023

(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 posts for which no Service Rules exists, if the posts are within the purview of the Commission recruitment in consultation with them;
- (c) appointment by transfer after regular recruitment where the Service Rules specifically permit;
- (d) persons 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 included urgent temporary appointment or officiating promotion which is subject to review and revision.

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

<sup>171</sup>**31. 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:

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<sup>171</sup> Substituted for <sup>∇</sup>(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 probation of any member of Service by a specified period not exceeding two years in case of person appointed to a post in the Service by direct recruitment and one year in the case of person appointed by promotion <sup>\*</sup>"/special selection" to such post:

<sup>δ</sup> 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 proceedings are contemplated or started against him, the period of his probation may be extended till such period the Appointing Authority think 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." <sup>∇</sup> vide Notification No. F. 7(2)DOP/A-II/2005, dated 13-06-2008 w.e.f. 20-01-2006

<sup>∇</sup> "Substituted for "31. Unsatisfactory progress during probation:- (1) If it appears to the Appointing Authority at any time during 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 case may discharge him from Service:

Provided further that the Appointing Authority may extend the period of probation of any member of the Service by a specified period not exceeding one year.

(2) A probationer reverted or discharged from the Service during or at the end of the period of probation under sub-rule (1) above shall not be entitled to any compensation." vide Notification No. F. 1(35)Karmik/Ka-II/74, dated 4-05-1977.

<sup>δ</sup> Added vide Notification No. F.7(6)DOP/A-II/77, dated 26-10-1977. Effective from 1.01.1973.

<sup>\*</sup> Inserted vide Notification No. F. 1(35)Karmik/Ka-II/74, dated 3-08-1977.

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.

**32. Confirmation.**— A candidate appointed on probation shall be confirmed in his appointment at the end of his period of probation if –

(i) he has passed the prescribed Departmental Examination, if any:

<sup>172</sup>(i-a) <sup>Γ</sup>“deleted” in case of candidate belonging to the Scheduled Castes or the Scheduled Tribes and the candidates belonging to the Antyodaya families who have not passed the said test during the specified period, they shall have to pass the said test within next six months but this period of six months may be further extended up to three months in case of such candidates who appeared at the said test within six months but failed to pass the said test or could not appear for reasons beyond their control their work is found satisfactory.

<sup>173</sup>(i-aa) in case of Stenographer appointed under proviso 5-A to rule 5 of these Rules and who have passed the second language test at lower speed from any Institution as specified in clause (b) of proviso 5-A to rule 5 of these Rules or the Institutions recognised by the Government, from time to time.

(ii) he has successfully completed the prescribed training, if any.

(iii) he has passed a proficiency test in Hindi, where necessary; and

(iv) the Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

<sup>174</sup>**32-A. Exemption for physically handicapped.**— Notwithstanding anything contained in rule 32, physically handicapped candidates shall not be required to pass the type-writing test prescribed in the syllabus of the competitive examination in Part-IV of schedule-II.

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<sup>172</sup> Substituted for “(i-a) In case of Lower Division Clerks who do not opt type writing test shall have to pass a type-writing test either in English or in Hindi of a standard not lower than prescribed in the competitive examination held by the Commission, to be held by the Appointing Authority within a period of two years failing which they shall not be confirmed and their services shall be liable to be terminated. Candidates covered by this clause who have passed a type-writing examination either from a University or from the Board of Secondary Education, Rajasthan shall not be required to pass this test. In case of non-graduate Scheduled Castes/ Scheduled Tribes candidates who have not passed type writing-test, they shall have to pass the type-writing test either in English or in Hindi of a standard not lower than prescribed in these Rules for Lower Division Clerks’ Competitive Examination held by the Commission, to be organised by the Appointing Authority, within six months but the period of six months may be further extended by three months in case of any of such candidates who appeared at the type-writing test within six months but failed to pass the said test and their work is found satisfactory:

<sup>Υ</sup> Provided that the physically handicapped candidates shall not be required to pass the type-writing test prescribed in the syllabus of the competitive examination in Part-IV of Schedule-II

Explanation:- (1) For the purposes of this proviso "physically handicapped" means and includes a person who has such physical defect in either or both of his hands or a deformity of hands as causes interference in type-writing.

(2) In proof of being so physically handicapped; a candidate shall be required to submit a certificate from an officer not below the rank of a Chief Medical and Health Officer at the time of submitting his application to the Commission for sitting at the examination.” vide Notification No. F. 3(1)DOP/A-II/81, dated 2-07-1981

<sup>Υ</sup> Added vide Notification No. F. 3(8)DOP/A-II/76, dated 21-01-1977.

<sup>Γ</sup> Deleted “In case of Lower Division Clerks who have not opted for the type-writing test in the Competitive Examination held by the Commission, they shall have to pass a type writing test either in English or in Hindi, of a standard not lower than prescribed for the Competitive Examination to be conducted by the Commission to be held by the Appointing Authority within a period of two years. fail which they shall not be confirmed and their services shall be liable to be terminated. Candidates who have passed a type-writing examination in Hindi either from a University or from a Board of Secondary Education shall not be required to pass this test:

Provided that the physically handicapped candidates shall not be required to pass the type-writing test prescribed in the syllabus of the Competitive Examination in Part-IV of Schedule-II.

Explanation:- (1) For the purposes of this proviso "physically handicapped" means and includes a person who has such physical defect in either or both of his hands or a deformity of hands as causes interference in type-writing.

(2) In proof of being so physically handicapped, a candidate shall be required to submit a certificate from an officer not below the rank of a Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing at the examination.” vide Notification No. F. 3(1)DOP/A-II/81, dated 19-10-1982.

<sup>173</sup> Added vide Notification No. F. 3(4)DOP/A-II/77, dated 15-03-1978.

<sup>174</sup> Added vide Notification No. F. 3(1)DOP/A-II/81, dated 19-10-1982.

Explanation:- (1) For the purpose of this rule "physically handicapped" means and includes a person who has such physical defect in either or both of his hands or a deformity of hands as causes interference in type-writing.

(2) In proof of being so physically handicapped a candidate shall be required to submit a certificate from an Officer not below the rank of a Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing at the examination.”

## PART - VIII

### Pay, Leave and Allowance etc.

**33. 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 36 or as may be sanctioned by the Government, from time to time.

<sup>175</sup>**33-A.** Deleted.

**34.** A person working as Stenographer on the date of issue of these Rules who has not been covered by rule 33 shall not draw increments in that scale unless he has passed the competitive examination as prescribed in Part II of Schedule II.

<sup>176</sup>**34-A.** The persons appointed by promotion and confirmed on the posts of Upper Division Clerks in accordance with the proviso (11) of rule 5 of these Rules shall be entitled for their fixation of pay on the date they actually took over-charge of the posts of Upper Division Clerks notionally at the stage such persons would have drawn pay had they been appointed by promotion to the posts of Upper Division Clerks with effect from the date it was due to them and no arrears of pay and allowances will be admissible to them for the period they actually did not work as Upper Division Clerks.”

**35. Criteria for crossing of Efficiency Bar.-** Where Efficiency Bar has been provided in a scale no members shall be allowed to cross it unless in the opinion of the Appointing Authority he has worked satisfactorily and his integrity is unquestionable.

<sup>177</sup>**35-A.** Deleted.

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<sup>175</sup> Deleted for <sup>0</sup>33A- “Increments during probation- A probationer shall draw increment in the scale of pay admissible to him in accordance with the provisions of the Rajasthan Service Rules, 1951.” vide Notification No. F. 7(2)DOP/A-II/2005, dated 20-01-2006.

<sup>0</sup> Inserted vide Notification No. F. 3(11)Appts/A-II/58, Pt. IV, dated 6.10.1973.

<sup>176</sup> Added vide Notification No. F. 3(1)DOP/A-II/78, dated 17-5-1979.

<sup>177</sup> Deleted \*35-A. Transfer of a member of the service to any other department.- (1) Notwithstanding anything contained in these rules the Government may transfer any member of the Rajasthan Secretariat Ministerial Service to a corresponding post in any department covered by the Rajasthan Subordinate Offices Ministerial Service Rules, 1999.

(2) In case a person so transferred to another department is serving in a pay scale which does not exist in the that department, such person shall continue to draw his salary in the same scale of pay as he was drawing before his transfer.

Provided that any person so transferred shall continue to retain his lien, seniority and right of promotion in Secretariat and in case such persons attains the age of superannuation while working in other office, the vacancy caused by his retirement shall, for the purpose of appointment and promotion, be deemed to have occurred in the Secretariat.” vide Notification No. F.7(2) DOP/A-II/99, dated 17-04-2002.

\* Inserted vide Notification No. F. 7(2)DOP/A-II/99, dated 12-01-2000

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

1. The Rajasthan Travelling Allowance Rules, 1971;
2. The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950;
3. The Rajasthan Service Rules, 1951;
4. The Rajasthan Civil Services (Rationalisation of Pay Scales) Rules, 1956;
5. The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958;
6. The Rajasthan Civil Services (Revised Pay) Rules, 1961;
7. The Rajasthan Civil Services (New Pay Scales) Rules, 1969;
8. Any other rules made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time being in force.

**37. Removal of doubts.-** If any doubt arises relating to the application and scope of these Rules, it shall be referred to the Government in the \* "Department of Personnel" whose decision shall be final.

**38. 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 order made or action taken under the rules and orders so repealed shall be deemed to have been made and taken under the corresponding provisions of these Rules:

<sup>178</sup>Provided further that nothing contained in these Rules or under the Rajasthan Secretariat Ministerial Staff Rules, 1956 shall preclude or shall be deemed ever to have precluded, the Appointing Authority from appointing in substantive or officiating capacity, with effect from the 1<sup>st</sup> day of November, 1956 or promoting thereafter in substantive or the officiating capacity, persons previously in the employment of the pre reorganisation States of Rajasthan, Ajmer, Bombay and Madhya Bharat to suitable posts included in the schedule in accordance with the directions of the Government of India governing the integration of their services under the States Reorganisation Act, 1956 (Central Act XXXVII of 1956), irrespective of the fact whether the post held by such persons on the 31st day of October, 1956 in any of the said pre-reorganisation States, was equated to a post included in the Schedule or such post was categorised as an isolated post by the Government of India under the said directions.

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\* Substituted for 'Appointments Department' vide Notification No. F. 1 (13)DOP/A-II/72 dated 3-01-1973 (effective from 17.7.1972).

<sup>178</sup> Substituted for "Provided further that nothing in the Rajasthan Secretariat Ministerial Staff Rules, 1956, shall preclude the Government from appointing officers previously in the employment of pre-reorganisation State of Ajmer to suitable posts in the cadre or to a post to which a post in the State of Ajmer be equated and from determining their seniority inter se with the persons appointed to the Service before 1-11-1956 on an ad hoc basis in accordance with the Rules governing the integration of their services or the directions of the Government of India under the States Reorganisation Act, 1956." vide Notification No. F. 3(712) DOP/B-I/1956, dated 20-10-1975. Effective from 5-05-1970.

<sup>179</sup>**39. Power to relax rules.-** In exceptional cases where the Administrative Department of the Government is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these Rules with respect to age or experience of any persons, it may with the concurrence of the Department of Personnel and Administrative Reforms and in consultation with the Commission by orders dispense with or relax the relevant provisions of these Rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favorable than the provisions already contained in these Rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the <sup>180</sup>“Administrative Department Concerned”.

<sup>181</sup>Provided that relaxation in the prescribed period of service or experience under this rule shall only be granted to the extent of 1/3 period of the service or experience prescribed for promotion to any post before holding the meeting of the Departmental Promotion Committee.

<sup>182</sup>Provided further that where the prescribed period of experience for promotion to any post is less than 6 years, a committee headed by the Chief Secretary comprising of Principal Secretary Finance, Principal Secretary/Secretary Department of Personnel and Principal Secretary/Secretary of the Administrative Department, may consider the cases where forty five percent or more posts are vacant. The committee is empowered to suggest the quantum of relaxation in experience which may be granted in such cases to address the issue of large number of vacancies in promotional posts subject to condition that such relaxation in experience shall not be more than two years

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<sup>179</sup> Added vide Notification No. F. 11(2)DOP/A-II/75, dated 27-12-1978.

<sup>180</sup> Substituted for "Department of Personnel & Adm. Reforms"(Department of Personnel-A, Group- II)" vide Notification No. F. 11(2)DOP/A-II/75, dated 18-08-1982.

<sup>181</sup> Added vide Notification No. F. 7(3)DOP/A-II/95 dated 18-02-1998.

<sup>182</sup> Added vide Notification No. F. 7(3)DOP/A-II/95 Pt dated : 18-07-2017.

**SCHEDULE-I**

S.No.	Name of the posts	Method of recruitment with percentage	Qualification and experience for direct recruitment	Posts from which promotion is to be made	Qualification and experience for promotion	Remarks
1	2	3	4	5	6	7
<b>Group 'A'</b>						
*1	Deleted					
2	<sup>δ</sup> Assistant Section Officer	100% by Promotion	-	<sup>§</sup> “Clerk Grade-I.” <sup>@</sup> (deleted)	Five year's service as on the post mentioned in Col. No.5. <sup>@</sup> (deleted)	-
<sup>%</sup> 3	<sup>§</sup> “Clerk Grade – I”	100% by Promotion (67% by seniority-cum-merit and 33% by competitive examination)	-	<sup>θ</sup> “(a) <sup>£</sup> “Clerk Grade- II” for both the quotas mentioned under Col. No. 3. (b)Telephone operators are eligible only for 33% quota to be filled in on the basis of competitive examination.”	(1) By seniority-cum-merit– 3 years experience in case of a Graduates and <sup>4</sup> “5 years” experience in case of others on the post mentioned in Col. No.5. <sup>€</sup> (2) By Competitive Examination– Must have completed 3 years’ service in case of Graduate and 7 years’ service in other cases on the post mentioned in Column No.5 on the first day of April of the year in which examination is held under rule 26-A.”	<sup>γ</sup> Service rendered against the post of Telephone operator shall count in computing the period of 3 years in case of Graduates and 7 years in case of others on the post mentioned in Column No.6.

\* Deleted "Senior Posts. 1. Section Officer 2. 100% by Promotion” vide Notification No. F. 2(3)DOP/B-I/75, dated 30-5-1975 w.e.f. 1.1.1975.

<sup>δ</sup> Substituted for "Assistant" vide Notification F. 7(2) DOP/A-II/2006 Dated 27.05.2011.

<sup>§</sup> Substituted for "Upper Division Clerk" vide order No. F. 7(2) DOP/A-II/2006 dated 30.09.2014.

<sup>@</sup> “Deleted Columns (5) & 6 of Group (A)-

(i) Assistant	(i) two years service as Assistant.
(ii) /Selection Grade Stenographer or Senior Stenographer Subject to Limitation of 4 posts only.	(ii) 10 years’ service as Stenographer including as Senior Stenographer or/and selection grade Stenographer.”

vide Notification F. 2(3) DOP/B-1/1975, Dated 30.05.1975 (w.e.f. 1.1.1975).

<sup>%</sup> Substituted for-

1	2	3	4	5	6	7
3	Upper Division Clerk.	60% by promotion and 40% by direct recruitment	Must be Graduate of a University established by Law in India must have passed U.D.C. in the First Division.	Lower Division Clerk	Three years experience in case of a Graduate of seven years’ experience in case of others on the posts mentioned in Column 5.	-

vide Notification F2(30) DOP/B-1/71 Dated 15/09/1972.

<sup>£</sup> Substituted for " Lower Division Clerks " vide Notification No. F. 7(2) DOP/A-II/2006 dated 30.09.2014.

<sup>4</sup> Substituted "7years" vide Notification No. F. 3(I) DOP/A-II/78, dated 10.1.1979.

<sup>€</sup> Substituted for "(2) by competitive examination must have completed 7 years service on the post mentioned in Col.5 on the first day of year in which examination is held under rule 26 ‘A’.” vide Notification No. F. 2(15)DOP/B-I/73, dated 14.10.1974.

<sup>γ</sup> Added vide Notification No. F. 3(1)DOP/A-II/78, dated 28.01.1978

1	2	3	4	5	6	7
4	‡Clerk Grade - II.	*15% by promotion and 85% by direct recruitment.	¥"A. Senior Secondary from a recognized Board or its equivalent examination,	Class IV employees	@ “Σ(deleted) A. Senior Secondary from a recognized Board or its equivalent examination,	-

‡ Substituted for “Lower Division Clerk” vide Notification No. F. 7(2) DOP/A-II/2006, dated 30-09-2014.

\* Substituted for “12.5% by promotion and 87.5% by direct recruitment” vide Notification No. F. 3(59)DOP/A-II/84, dated 14.06.1989. w.e.f. 1.04.1989

0 Substituted for “10% by promotion and 90% by direct recruitment” vide Notification No. F. 3(59)DOP/A-II/84, dated 23.01.1985.

π Substituted for “5% by promotion and 95% by direct recruitment” vide Notification No. F. 2(29)DOP/B-I/73, dated 29.05.1974.

¥ Substituted for “A. Senior Secondary from a recognised Board or its equivalent examination, and B. "O" or Higher Level Certificate course conducted by DOEACC under control of the Department of Electronics, Government of India.

Or

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

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

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

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited." vide Notification No. F. 7(2)DOP/A-II/2006 Pt. I Dated 14.3.2016

£ Substituted for “(1) Must have passed Secondary Examination<sup>1</sup> of the Rajasthan Secondary Education Board or of a University or Board established by Law in India”<sup>2</sup> “Praveshika Examination (with English).

<sup>0</sup>“(2) Must have passed the competitive test (held by the Public Service Commission) as mentioned in Part IV of Schedule II.” vide Notification No. F. 7(2)DOP/A-II/2006 dated 05.07.2010

<sup>1</sup> Substitute for “or its equivalent recognized by the Govt” vide Notification No. F. 3(53)DOP/(A-II)84, dated 28-06-1985.

<sup>2</sup> Inserted vide Notification No. F. 3(45)DOP/(A-II)/84, dated 05-01-1987. w.e.f. 01-04-1985.

<sup>0</sup> Substituted for "By competitive examination must have passed 7 years' service on the post mentioned in Column 5 on the first day of year in which examination is held under rule 26-A." vide Notification No. F. 2(15) DOP/B-I/73, dated 14.10.1974.

@ Substituted for <sup>8</sup>(i) For the post available for promotion up to 31 July, 2013 –

A. Must have passed the secondary Examination or Praveshika Examination (with English) of the Board of Secondary Education Rajasthan or of a University or Board established by Law in India. and

B. Five years' experience on the post mentioned in column number 6.

(ii) for the post available for promotion after 31 July, 2013-

A. Senior Secondary from a recognised Board or its Equivalent Examination, and

B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India, Or

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

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

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

Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited. and

C. Five years' experience on the post mentioned in column number 6." vide Notification No. F. 7(2)DOP/A-II/2006 Pt. I Dated 14.3.2016

<sup>8</sup> Substituted for <sup>6</sup>“A. Senior Secondary from a recognised Board or its Equivalent Examination, and

B. "O" or Higher Level Certificate course conducted by DOEACC under control of the Department of Electronics, Government of India. Or

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

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

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

Certificate Course in Information Technology (RSCIT) Conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited. and

C. Five years' experience on the post mentioned in column number 5." vide Notification No. F. 7(2)DOP/A-II/2006 dated 5.12.2012 w.e.f 5.07.2010

<sup>6</sup> Substituted For “<sup>7</sup>(deleted) Must have passed the Secondary Examination<sup>4</sup> of the Rajasthan Secondary Education Board or of University or Board established by law in India”<sup>3</sup> “or Praveshika Examination (with English)” and <sup>5</sup>“must hold the post mentioned in col. No. 5 in secretariat in substantive capacity.” vide Notification No. F. 7(2)DOP/A-II/2006 dated 05-07-2010

<sup>7</sup> Deleted Expression “(1)” vide Notification No. F. 11(6)DOP/A-II/76 dated 19-09-1978.

1	2	3	4	5	6	7
-	-	-	<p><b>and B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. Or</b>  <b>Certificate course on Computer concept by NIELIT, New Delhi Or</b>  <b>Computer Operator &amp; Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organised under National/ State Council of Vocational Training Scheme. Or</b>  <b>Degree/Diploma/Certificate in Computer Science/Computer Application from a University established by law in India or from an institution recognised by the Government. Or</b>  <b>Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/ Computer Application as one of the subjects. Or</b>  <b>Diploma in Computer Science &amp; Engineering from a polytechnic institution recognised by the Government. Or</b>  <b>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.”<sup>δ</sup>Or</b>  <b>Any equivalent or higher qualification recognised by the Government.</b>  <b>Explanation: The decision of the Rajasthan Staff Selection Board or the Appointing Authority, as the case may be, regarding the qualification or higher qualification of computer possessed by a candidate shall be final.”</b></p>	-	<p><b>and B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. Or</b>  <b>Certificate course on Computer concept by NIELIT, New Delhi Or</b>  <b>Computer Operator &amp; Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. Or</b>  <b>Degree/ Diploma/ Certificate in Computer Science / Computer Applications from a University established by law in India or from an institution recognised by the Government. Or</b>  <b>Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/ Computer Application as one of the subjects. Or</b>  <b>Diploma in Computer Science &amp; Engineering from a polytechnic institution recognised by the Government. Or</b>  <b>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.”<sup>θ</sup>Or</b>  <b>Any equivalent or higher qualification recognised by the Government.</b>  <b>Explanation: The decision of the Rajasthan Staff Selection Board or the Appointing Authority, as the case may be, regarding the qualification or higher qualification of computer possessed by a candidate shall be final.”<sup>§</sup></b>  <sup>§</sup>“Provided that the widow appointed on the post of Class-IV employee under the Rajasthan Compassionate Appointment of Dependents of Deceased Government Servants Rules, 1996 shall be exempted from the Computer qualification in case of promotion under the provisions of these rules.” <b>and</b>  <b>C. Five years' experience on the post mentioned in column number 5.”</b>  <sup>Σ</sup> (2) Deleted.</p>	-

<sup>4</sup> Substituted for “or its equivalent recognized by the Govt”, vide Notification No. F.3(53)/DOP/A-II/84, dated 28-06-1985.

<sup>3</sup> Inserted vide Notification No. F. 3(45)/DOP/(A-II)84, dated 05-01-1987. w.e.f. 01-04-1985.

<sup>5</sup> Substituted for “it must have worked for 5 years continuously in the secretariat on the post mentioned in Col. No. 5” vide Notification No. F. 15(38)DOP/(A-II)/80, dated 28-08-1981.

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

<sup>Ψ</sup> Substituted for \* “Rajasthan Knowledge Corporation Limited:” vide Notification No. F.3(1)DOP/A-II/2013 Part II dated 04-08-2020

\* Substituted for “Rajasthan Knowledge Corporation Limited.” vide Notification No. F. 3(1)DOP/A-II/2013 Part II dated 21-10-2019

1	2	3	4	5	6	7
<b>Group 'B'</b>						
1.	Varisth Vidhi Rachnakar/ Head Translator.	100% by Promotion.		@ "Vidhi Rachnakar/ Translator"	Five Years service on the post mentioned in Column No. 5	-
<b>Junior Post:</b>						
2.	@ "Vidhi Rachnakar/ Translator."	100% by direct recruitment	(i) Must be a Law Graduate of a University established by law in India with proficiency in English and Hindi * "or any one of the regional languages viz. Gujarati, Punjabi, Sindhi, or Urdu." (ii) Must have passed the examination as mentioned in Part III of Schedule II.			-
<b>Group 'C'</b>						
<b>Senior Post-</b>						
1.	% Additional Private Secretary.	100% by Promotion.	Γ Personal Assistant.	Confirmed Senior Stenographer who has put in at least # "5 years' service" on the mentioned in Column No.5		-

<sup>0</sup> Inserted vide Notification No. F. 3(1)DOP/A-II/2013 Part II dated 04-08-2020.

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

<sup>Σ</sup> Deleted " (1) " and " (2) " must have passed a test in type-writing in Hindi at a minimum speed of "20 words" per minute or a test in type-writing in English at a minimum speed of <sup>£</sup>"25 words" per minute, to be held by the <sup>℥</sup>"Commission"; vide Notification No. F. 11(6)DOP/(A-II)/76, dated 19.09.1978.

<sup>£</sup> Substituted for "26 words" vide Notification No. F. 3(3)DOP/(A-II)/76, dated 30.11.1976.

<sup>℥</sup> Substituted for "Appointing Authority" vide Notification No. F. 3(3)DOP/(A-II)/76, dated 30.11.1976.

<sup>@</sup> Substituted for "Head Translator" vide Notification No. F. 2(13) DOP/B-I/71, dated 5.5.1973.

<sup>\*</sup> Added vide Notification No. F. 2(12) DOP/B-I/73, dated 2.11.1973 w.e.f. 9.4.1970.

<sup>%</sup> Substituted for <sup>\$</sup>"Senior Personal Assistant" vide Notification No. F. 7(2) DOP/A-2/2006, dated 31.08.2012.

<sup>\$</sup> Substituted for "selection grade stenographers" vide Notification No. F. 3(46) DOP/A-II/78, dated 21.05.1979.

<sup>Γ</sup> Substituted for "Senior Personal Assistant" vide Notification No. F. 3(46) DOP/A-II/78, dated 21.05.1979.

<sup>#</sup> Substituted for " for at least 3 years' service" vide Notification No. F. 3(71) DOP/A-II/84, dated 10.08.1989.

1	2	3	4	5	6	7
2.	<sup>Γ</sup> Personal Assistant.	-	<sup>4</sup> “100%” by Promotion from amongst the Stenographers of the Secretariat for the existing entry.	-	<sup>¥</sup> “(1) Must have passed the qualifying examination after 15.3.78 or have passed the competitive examination before 15.3.78 or have been exempted from appearing at the said Examination under proviso 5-A to rule 5 for Stenographers as specified in Part II of Schedule II appended to these Rules. (2) Must have worked as Stenographer in the Rajasthan Secretariat <sup>£</sup> “at least for a period of 5 years.”	-

<sup>Γ</sup> Substituted for “senior stenographers” vide Notification No. F. 3(46) DOP/A-II/78, dated 21.05.1979.

<sup>4</sup> Substituted for "80%" vide Notification No. F. 3(71) DOP/A-II/84, dated 10.08.1989.

<sup>¥</sup> Substituted for "Must have passed, the qualifying Senior Stenographers Examination held by the commission at the speed of 120 words per minute in English dictation or 100 words per minute in Hindi dictations as specified in Part I of Schedule II and must have put in four year service and should be substantive on the post of Stenographers provided that the persons who are above 45 years of age and are otherwise due for promotion shall not be required to pass the qualifying examination.” vide Notification No. F. 3(4) DOP/A-II/77, dated 15-03-1978.

<sup>£</sup> Substituted for "at least for a period of 7 years" vide Notification No. F. 3(71) DOP/A-II/84, dated 10.8.1989.

1	2	3	4	5	6	7
3	Stenographer	#50% by direct recruitment and 50% from amongst <sup>θ</sup> “Clerk Grade- II and Clerk Grade-I” of the Rajasthan Secretariat according to proviso (5) of rule 5.	<sup>β</sup> “A. Senior Secondary from a recognized Board or its equivalent Examination, <b>and</b> B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. <b>or</b> Certificate course on Computer concept by NIELIT, New Delhi <b>or</b> Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organised under National/State Council of Vocational Training Scheme. <b>or</b> Degree/ Diploma/Certificate in Computer Science / Computer Applications from a University established by law in India or from an institution recognised by the Government. <b>or</b> Senior Secondary Certificate from a recognised Board of Secondary Education in the Country, with computer Science/Computer Application as one of the subjects. <b>or</b> Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government. <b>or</b> Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited." <sup>4</sup> “ <b>Or</b> Any equivalent or higher qualification recognised by the Government. Explanation: The decision of the Rajasthan Staff Selection Board or the Appointing Authority, as the case may be, regarding the qualification or higher qualification of computer possessed by a candidate shall be final.”	-	-	-

<sup>#</sup> Substituted for “100% by direct recruitment” vide Notification No. F. 6(1)DOP/B-I/70, dated 22.05.1973.

<sup>θ</sup> Substituted for “Lower Division Clerks and Upper Division Clerks” vide Notification No. F. 7(2)DOP/A-II/2006 Dated 30-09-2014.

<sup>β</sup> Substituted for <sup>2</sup>“A. Senior Secondary from a recognised Board or its equivalent examination, **and** B. "O" or Higher Level Certificate course conducted by DOEACC under control of the Department of Electronics, Government of India. **Or** Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. **Or** Diploma in Computer Science/ Computer Applications from a University established by law in India or from an institution recognised by the Government **Or** Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government.” vide Notification No. F. 7(2)DOP/A-II/2006 Pt. I Dated 14.3.2016

<sup>2</sup> Substituted for “(1) (a) Must have passed the Higher Secondary Examination of the Board of Secondary Education, Rajasthan or equivalent examination recognised as such by the Government, or (b) Must have passed the Matriculation or Secondary Examination equivalent examination recognised as such by the Government and must have been working as L.D.C./U.D.C. in the Secretariat. <sup>ψ</sup>(c) Must have passed the Matriculation or Secondary Examination or equivalent examination recognised as such by the Government and must have been working as Stenographer/Steno-typist in the Secretariat prior to 4.5.1970 provided that they will be given two chances only to pass competitive examination in a maximum of three successive examination to be held by the Commission immediately after this amendment.

<sup>1</sup>(2) Must have passed the Competitive/ qualifying examination as mentioned in part-II of Schedule-II.” vide Notification No. F. 7(2)DOP/A-II/2006 dated 05.07.2010.

<sup>ψ</sup> Inserted vide Notification No. F. 2(71)DOP/B-I/70 dated 25.06.1973.

<sup>1</sup> Substituted for “Must have passed the <sup>ε</sup>“qualifying” examination as mentioned in part-II of Schedule-II.” vide Notification No. F. 3(1)DOP/A-II/2008, dated 23.01.2008

<sup>ε</sup> Substituted for “competitive” vide Notification No. F. 3(4)DOP/A-II/77 dated 15.03.1978.

<sup>4</sup> Added vide Notification No. F. 3(1)DOP/A-II/2013 Part II dated 04.08.2020.

## Group 'D'

@Deleted

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@Deleted - Group (D)

1	2	3	4	5	6	7
Senior Posts:-						
1	Monitor	100% by the promotion		Telephone Operator	-	-
2	Telephone Operator	100% by direct recruitment.	(i) Must have passed the Secondary Examination or its equivalent examination recognised by the Government. (ii) Must have working know ledge in a P.A.B.X. or Telephone Exchange.	-	-	-

vide Notification No. F. 3(1)D.O.P.(A-II)78, dated 28-01-1978.

**Schedule II**  
(See rule 5)

Syllabus and Rules for the \*qualifying" examination.

**PART I**

Qualifying Examination for the posts of Senior Stenographers

(1) The qualifying test shall be conducted by the Rajasthan Public Service Commission. The minimum dictation speed for the test shall be <sup>0</sup>“100 words per minute in English or in Hindi”, which will carry 100 marks.

**\$PART – II**

\* Substituted for "Competitive" vide Notification No. F. 3(4)DOP/A-II/77, dated 15-07-1978.

<sup>0</sup> Substituted for "120 words per minute in English or 100 words per minute in Hindi" vide Notification No. F. 3(5)DOP./A-II/81, dated 30-05-1985.

\$ Substituted for-

<sup>#</sup>Part –II

**SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION FOR THE POST OF STENOGRAPHER**

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

PAPERS	DURATION	MARKS
<b>Phase-I</b>		
1- General Knowledge, Everyday Science and General Knowledge of Rajasthan	3 Hours	100
2- General Hindi and English	3 Hours	100
<b>Phase-II</b>		
1- English Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	50
Transcription and typing of dictated passage in English on computer.	60 Minutes	
2- Hindi Shorthand (the test shall consist of dictation of 80 words per minute)	10 Minutes	50
Transcription and typing of dictated passage in Hindi on computer Explanation:	70 Minutes	

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

# Substituted for-

<sup>#</sup>Part -II

**\*1. SCHEME OF EXAMINATION:** The Competitive/Qualifying examination shall include the following papers and each paper shall carry the number of marks as shown against it.

PAPER	DURATION OF EXAMINATION	MARKS
<b>Compulsory:-</b>		
1. General Knowledge, Everyday Science and General Knowledge of Rajasthan	3 Hours	100
2. Languages: General Hindi and English	3 Hours	100
Optional:- The candidate shall offer any one of the following papers:- English Shorthand Test (The test shall consist of dictation of 100 words per minute) Transcription and typing of dictated passage in English on computer.	10 Minutes 60 Minutes	100
OR		
Hindi Shorthand Test (The test shall consist of dictation of 100 words per minute) Transcription and typing of dictated passage in Hindi on Computer	10 Minutes 70 Minutes	100

- (2) The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as the Commission deem fit.
- (3) The compulsory paper of General Knowledge, Everyday Science and General Knowledge of Rajasthan will be objective type.
- (4) The answer scripts of the compulsory paper of General Hindi and English shall be got evaluated by the Commission only of those candidates who qualify in the compulsory paper of General Knowledge, Everyday Science and General Knowledge of Rajasthan and come within the merit range of 15 times the number of advertised vacancies, but in the said range all those candidates who secure the same percentage of marks as may be fixed by the Commission for any lower range shall be included.

**SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION FOR THE POST OF STENOGRAPHER**

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

**Phase – I :**

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

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

S. No.	PAPER	DURATION OF EXAMINATION	MARKS
1.	English Shorthand Test (The test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in English on computer.	60 Minutes	
2.	Hindi Shorthand Test (The test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in Hindi on computer.	70 Minutes	

- (5) On the basis of the marks obtained by a candidate in the compulsory papers the number of candidates to be admitted to the optional paper will be 5 times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks as may be fixed by the Commission for any lower range shall be included.
- (6) It will be necessary for a candidate to do typing work on the computer and he will bring their own computer, pen and pencil for test.
- (7) The Commission may issue instructions to Examiners to make deduction in the marks assigned to candidates on account of bad handwriting.
- (8) The Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the compulsory paper and 36% marks in the optional paper.
- (9) It is obligatory for a candidate to appear in all the papers.” vide Notification No. F. 7(2)DOP/A-II/2006 Pt.I, dated 05-07-2010

h Substituted for-

δ Part – II  
For Stenographers

A Candidate shall be required to take dictation in Hindi or in English at a speed of ¥ “100 words per minute for 10 minutes and transcribe and type the dictated Hindi passage in 70 minutes and dictated English Passage in 60 minutes. The maximum marks shall be 300. The Commission may at its discretion fix minimum qualifying marks not below 40 percent.” vide Notification No. F. 3(1) DOP/A-II/2008 dated 23-01-2008

¥ Substituted for “120 words per minute in English or 100 words per minute in Hindi” vide Notification No. F. 3(5) DOP/A-II/81, dated 30-5-1985.

δ Substituted for-

@ PART-II  
For Stenographer

A candidate shall be required to pass either English Stenography and Type- writing in English or Hindi Stenography and Type-writing in Hindi and qualifying Examination for the post of Stenographer shall consist of the following subjects:-

1. English short-hand Test (The test shall consist of dictation of 100 words per minute.)	100 Marks
2. English Type-writing Test (The test shall consist of speed test and efficiency test carrying 50 marks each. The speed shall be 40 words per minute.)	100 Marks
3. Hindi short-hand Test (The test shall consist of dictation of 80 words per minute.)	100 Marks
4. Hindi Type-writing Test (The test shall consist of speed test and efficiency test carrying 50 marks each. The speed shall be 30 words per minute.)	100 Marks

vide Notification No. F. 3(5) DOP/A-II/81, dated 30-05-1979,

@ Substituted for-

% PART-II  
For Stenographers

Competitive examination for the posts of Stenographers shall consist of the subject given in two alternative Groups “A” and “B”. A candidate shall be required to pass the subjects mentioned in either of the Groups:-

**Explanation:**

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

**PART III**

**Competitive Examination for Translators**

The Competitive Examination shall include the following subjects:-

1. Translation from English to Hindi or in any other language "viz. Gujarati, Punjabi, Sindhi or Urdu" recognised by the Constitution..... 100 Marks.

**GROUP 'A'**

1. English short-hand Test (The test shall consist of dictation of 100 words per minute.)	100 Marks
2. English Type-writing Test The test shall consist of speed test and efficiency test carrying 50 marks each. The speed should be 40 words per minute	100 Marks
3. Hindi short-hand Test The test shall consist of dictation at 60 words per minute.	100 Marks
4. Hindi Type-writing Test The test shall consist of speed test and efficiency test carrying 50 marks each. The speed should be 20 words per minute.	100 Marks

**GROUP 'B'**

1. English short-hand Test The test shall consist of dictation at 80 words per minute	100 Marks
2. English Type-writing Test The test shall consist of speed test and efficiency test carrying 50 marks each. The speed should be 30 words per minute.	100 Marks
3. Hindi short-hand Test The test shall consist of dictation at 80 word per minute.	100 Marks
4. Hindi Type-writing Test The test shall consist of speed test and efficiency test carrying 50 marks each. The speed should be 30 words per minute.	100 Marks

Note:- If a candidate has already passed test conducted by the Commission before 3rd January, 1962 in any of the subjects failing in Group 'A' he shall be required to pass only the remaining subjects of the said Group.” vide Notification No. F. 3(4)DOP/A-II/77, dated 23-5-1979

% Substituted for -

**PART - II**

Competitive Examination for the posts of Stenographers.- (1) The Competitive Examination shall consist of the following subject and shall be held by the Rajasthan Public Service Commission.

1. English shorthand Test 100 Marks.  
(The test shall consist of dictation at 100 words per minute.)
2. English Type-writing Test 100 Marks  
(The test shall consist of speed test and efficiency test carrying) marks each. The speed shall be 10 words per minute.
3. Hindi shorthand Test. 100 Marks  
(The test shall consist of dictation at 80 words per minute.)
4. Hindi Type-writing Test 100 Marks.  
(The test shall consist of speed test and an efficiency test carrying) 100 marks each. The speed shall be 30 words per minute.

Note:- 1. In the case of candidates who pass either English Shorthand and English Type-writing or Hindi Shorthand and Hindi Type-writing tests before the 3rd January, 1962, it shall not be obligatory to pass the other tests.

2. There shall be an interval of two months between holding of English Shorthand test and Hindi Shorthand test.” vide Notification No. F. 10(1)Aptpts./A/58 pt.XXV, dated 10-05-1972.

Candidates shall be required to translate into Hindi or some other language passage from press communiques press articles Government Resolution Legislations Rules and instructions and to explain common expressions cliches etc. in use in such compositions.

2. Translation from Hindi or other particular language "viz. Gujarati, Punjabi, Sindhi, or Urdu into English."

Candidates will be required to translate into English some Hindi or other language passage from press article, speeches etc.

Note:- The time allowed for the two written papers shall be 3 hours each. Deduction will be made from marks assigned to candidates on account of bad-handwriting.

#### \$PART – IV

### SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION FOR THE POST OF \*‘‘CLERK GRADE-II’’

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

PAPER	DURATION OF EXAMINATION	MARKS
<b>Compulsory :</b>		
1. General Knowledge, Everyday Science and Mathematics.	3 hours	100
2. General Hindi	3 hours	100

**Optional :** (1) For candidates other than physically handicapped :-  
The Candidate shall offer any one of the following papers:-

(1) Type-writing in Hindi		
(a) Speed Test	10 minutes	50
(b) Efficiency Test	10 minutes	50
(2) Type-writing in English		
(a) Speed Test	10 minutes	50
(b) Efficiency Test	10 minutes	50
<b>(II) For physically handicapped candidates:-</b> The Physically handicapped candidates shall offer any one of the following optional papers:-		
(1) General English	3 hours	100
(2) General Studies and General Knowledge	3 hours	100

**Explanation:-** (1) Physically handicapped” means and includes a person who has such defect in either or both of his hands or deformity of hands as cause interference in type-writing and includes blind also.

(2) In proof of being so physically handicapped a candidate shall be required to submit certificate from an officer not below the rank of a Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing in the examination.

2. The standard of the papers will be that of the Secondary Examination the Board of Secondary Education, Rajasthan. The Syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates with-in the stipulated time in the manner as the Commission deem fit.

3. The Compulsory paper of General Knowledge, Everyday Science and Mathematics will be of objective type.

@4 The Competitive Examination will be held in two successive stages. The examination of the compulsory paper on General Knowledge, Everyday Science and Mathematics will be held in the first stage. Those candidates who qualify in this Compulsory Paper and come within the merit range of five times the number of advertised vacancies will be admitted to the second stage of the examination but in the said range all those candidates, who secure the same percentage of marks as may be fixed by the commission for any lower range shall also be included.

5. The second stage of examination will consist of Compulsory Paper on General Hindi and in Optional Paper. The marks obtained by a candidate in the first and second stage of the examination will be counted for determining their final order of merit.”

6. The candidates will bring their own pen, pencil and type-writer for typing test.

7. The Commission may issue instruction to Examiners to make deduction in the marks assigned to candidates on account of bad handwriting.

8. The Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the Compulsory paper and 36% marks in the optional paper except as provided in # proviso (ii) to sub-rule (1) of Rule 22” of these Rules.

9. The paper of General Studies and General Knowledge shall be answered either in Hindi or in English but no candidate shall permitted to answer this paper partly in Hindi and partly in English unless specifically allowed to do so.

10. It is obligatory for a candidate to appear in all the papers.” vide Notification No. F. 7(2) DOP/A-II/2006, dated 5-07-2010 w.e.f. 8.12.1993.

\* Substituted for “Lower Division Clerks” vide Notification No. F. 7(2)DOP/A-II/2006 Dated 30-09-2014.

**PAPERS** **DURATION** **MARKS**

**Phase - I :**

- |   |         |     |
|---|---------|-----|
| 1. General Knowledge, Everyday Science and Mathematics. | 3 Hours | 100 |
| 2. General Hindi & English                              | 3 Hours | 100 |

**Phase- II :**

(i) For candidates other than persons with disabilities: -

- |  |            |    |
|--|------------|----|
| 1. Type - writing in Hindi on Computer |            |    |
| (a) Speed Test                         | 10 Minutes | 25 |
| (b) Efficiency Test                    | 10 Minutes | 25 |
| 2. Type-writing in English on computer |            |    |
| (a) Speed Test                         | 10 Minutes | 25 |
| (b) Efficiency Test                    | 10 Minutes | 25 |

(i) Persons with disabilities will be given the average marks obtained by them in Phase-I.

Explanation:

- (1) "Persons with disabilities" means a person who is eligible for appointment on the post of <sup>0</sup>“Clerk Grade- II” under the provisions of the Rajasthan Employment of the persons with Disabilities Rules, 2000.

<sup>@</sup> Substituted for “4. The answer scripts of the Compulsory paper of General Hindi shall be got evaluated by the Commission only of those candidates who qualify in the compulsory paper of General Knowledge, everyday Science and mathematics and come within the merit range of 15 times the number of advertised vacancies, but in the said range all those candidates who secure the same percentage of marks as may be fixed by the Commission for any lowest range shall be included.

5. On the basis of the marks obtained by a candidate in the Compulsory papers the number of candidates to be admitted to the optional paper will be 5 times the number of advertised vacancies but in the said range all those candidates who secure the same percentages of marks as may be fixed by the Commission for any lowest range shall be included.” vide Notification No. F. 3(27) DOP/A-II/85, dated 22-07-1998

<sup>#</sup> Substituted for "the further provide to sub-rule (1) of rule 24" vide Notification No. F. 3(27) DOP/A-II/85, dated 19.05.1995,

<sup>\$</sup> Substituted for- <sup>H</sup>“PART-IV COMPETITIVE EXAMINATION FOR THE POST OF LOWER DIVISION CLERKS

The competitive examination shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in compulsory paper shall be required to appear in optional paper.

Paper	Duration of Examination	Marks
Compulsory General Hindi	3 hours	100

Optional: (1) For candidates other than physically handicapped:- The candidate shall offer any one of the following papers:

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

(II) For physically handicapped candidates:- The physically handicapped candidates shall offer any one of the following optional papers:-

- |   |         |     |
|---|---------|-----|
| (a) General English                           | 3 hours | 100 |
| (b) General Studies and<br>General Knowledge. | 3 hours | 100 |

Explanation:-(1) "Physically handicapped" means and includes a person who has such defect in either or both of his hands or deformity of hands as causes interference in type-writing and includes blind also.

(2) In proof of being so physically handicapped a candidate shall be required to submit a certificate from an officer not below the rank of a Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing in the examination.

The standard of the papers will be that of the Secondary examination of the Board of Secondary Education, Rajasthan and the scope of these papers will be as under:-

<sup>0</sup> Substituted for “Lower Division Clerks” vide Notification No. F. 7(2)DOP/A-II/2006 Dated 30-09-2014.

- (2) In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing in the examination.
- (3) The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as the Commission deem fit.
- (4) The Competitive Examination will be held in two phases- Phase-I and Phase-II. All the papers of Phase-I will be of objective type.

1. General Hindi:- This papers include essay-writing, letter-writing, precise-writing, the use of idioms and differences in pair of words.
  2. Type-writing in Hindi:- This examination will consist of a speed test and efficiency test. The minimum speed expected is 20 words per minute. The minimum pass marks in each test shall be 18 marks.
  3. Type-writing in English:- This examination will consist of speed test and efficiency test. The minimum speed expected is 25 words per minute. The minimum pass marks in each test shall be 18 marks.
  4. General English:- This paper will include essay-writing, letter-writing, precise-writing, use of idioms and difference in pair of words.
  5. General Studies and General English:- This paper will include History and Geography of India, Indian Policy and Economy with special reference to Rajasthan, Arithmetic, General Science (simple) Current events, letter writing, Precise-writing.
- Notes: (1) The candidate will bring their own pen, pencil and type-writer for typing test.  
 (2) The Commission may issue instruction to the examiners to make deductions in the marks assigned to candidates on account of bad handwriting.  
 (3) The Commission shall not recommend any candidate who has failed to obtain 40% marks in the compulsory paper and 36% marks in the optional paper.  
 (4) The paper of General Studies and General Knowledge shall be answered either Hindi or English but no candidate shall be permitted to answer this paper partly in Hindi and partly in English unless specifically allowed to do so." vide Notification No. F. 3(27) DOP/A-II/85, dated 17-12-1993

h Substituted For-

# PART IV

Competitive Examination for the post of Lower Division Clerks

The competitive examination shall include the following subjects and each subject will carry the number of marks shown against it :-

SECTION 'A'- To be taken by all candidates.

Subjects	Marks
1. General Hindi	100
2. General Knowledge	100
3. Arithmetic	100

Section 'B'- The candidates shall offer any one of these subjects:-

For physically handicapped who fulfill the condition of rule 32 and the candidates who hold degree in Arts/Commerce/Science:-

Subjects	Marks
1. General English	100
2. Type writing in English	100
3. Type writing in Hindi	100

For candidate who are not Graduates:-

1. Type writing in English	100
2. Type writing in Hindi	100

Note: (1) The papers in the case of subject mentioned in Section 'A' and General English in Section 'B' shall be of 3 hours duration.  
 (2) All papers unless specifically required, shall be answered either in Hindi or in English, but no candidate shall be permitted to answer any paper partly in Hindi and partly in English unless specifically allowed to do so.

The standard and scope of the examination in the subject shall be as follows:

SECTION 'A' - Compulsory Papers

- 1 The standard of the papers will be that of Secondary Examination of the Board of Secondary Education, Rajasthan.
2. General Hindi:- The papers will be set to test the candidates proficiency in the language, Besides an essay to be written on one of several specified subjects, it may include Precise-writing. Letter writing, use of idioms etc.
3. General Knowledge.- The paper will be set to test the general intelligence, power of observation an knowledge such as is to be expected of candidates who, having had the usual grounding in subjects taught in schools have continued to take intelligent interest in things found them with special reference to Rajasthan.
4. Arithmetic.- The paper will be set to test the speed and accuracy of the candidates in making routine calculations.

@ Deleted.

§“5. Office Procedure, Prices Writing and writing and set up of Government Machinery.- The paper shall be set to test the candidate Knowledge of Office Procedure based on Secretariat Manual, Precise Writing, Handwriting and set up of Government machinery.

§ Added vide Notification No. F. 5(8) DOP/A-II/77, dated 28-1-1978.

- (5) Candidates securing minimum <sup>δ</sup>"40% marks in each of the paper of Phase-I", shall only be admitted to the Phase-II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included.
- (6) The marks obtained by a candidate in the Phase-I and Phase-II of the examination will be counted for determining their final order of merit.
- (7) It will be necessary for a candidate to do typing work on the computer and he will bring his own computer, pen and pencil for the test.

SECTION 'B'-Optional Subject

6. General English. - The paper will be set to test the candidates proficiency in the language Besides an essay to be written in English it may include translation from Hindi to English Precise writing and use of idioms etc.
7. Type-writing in English.-The examination will consist of a speed test and an efficiency test each carrying 50 marks. The minimum speed expected is 25 words per minute. The minimum pass marks in each test shall be 18 marks.
8. Type writing in Hindi.- The examination will consists of a speed test and efficiency test each carrying 50 marks. The minimum speed expected is 20 words per minute. The minimum pass marks in each test shall be 18 marks.

Note: (1) The candidates will bring their own pen and pencils.

(2) The Commission may issue instructions to the examiners to make deductions in the marks assigned to candidates on account of bad hand writing." vide Notification No. F. 3(7) DOP/A-II/81, dated 17.06.1983.

<sup>@</sup> Deleted "Note.- The paper "office procedure, precise-writing, hand-writing and set-up of Govt. Machinery". May be opted by the candidate of referred to in sub-rule (3) of rule 23 of these rules in lieu paper "General Hindi" and "General Knowledge." vide Notification No. F. 5(8) DOP/A-II/77, dated 5-10-1978.

<sup>#</sup> Substituted for-

PART IV

For Lower Division Clerks

Competitive Examination for the post of Lower Division Clerks

The competitive examination shall include the following subjects and each subject will carry the number of marks shown against it:-

SECTION 'A'-To be taken by all candidates:

Subjects	Marks
1. General Studies including Every Day Science and Current Affairs	100
2. General Hindi	100

SECTION 'B' The candidates shall offer any one of these subjects:

For Physically Handicapped who fulfill the conditions of rule 32 and the Candidates who hold degree in Arts/Commerce/ Science:-

1. General English	100
2. Type-writing in English	100
3. Type-writing in Hindi	100

For candidates who are not Graduates:

1. Type-writing in English	100
2. Type-writing in Hindi	100

Note:- (1) The papers in the case of subject mentioned in Section 'A' and General English in section 'B' shall be of Three hours duration.

(2) The paper in General Studies shall be answered either in Hindi or in English but no candidate shall be permitted to answers this paper partly in Hindi and partly in English unless specifically allowed to do so.

The standard and scope of the examination in the subject shall be as follows.

SECTION 'A'- COMPULSORY PAPERS

The standard of the papers will be that of Secondary Examination of the Board of Secondary Education Rajasthan.

1. General Studies. - This paper will include question covering the following fields of knowledge:-

- (a) General Science
- (b) Current event of national and international importance.
- (c) History and Geography of India.
- (d) Indian policy and Economy.
- (e) Indian National Movement, and
- (f) Arithmetic of 20 marks (to test the speed and accuracy in making routine calculations).

2. General Hindi. -This paper will be set to test the candidates, proficiency in the language and will contain an essay on one of the several specified subjects, precise writing, letter writing, use of idioms, correction of sentences, differences in pair of words etc.

SECTION 'B' OPTIONAL SUBJECTS

3. General English.- The paper well be set to test the candidates proficiency in the language. Besides an essay to be written in English, it may include translation from Hindi to English, precise writing and use of idioms etc.

4. Type Writing in English.- The examination will consists of a speed test and an efficiency test each carrying 50 marks. The minimum speed expected is 25 words per minute. The minimum pass marks in each test shall be 18 marks.

5. Type Writing in Hindi.- The examination will consist of a speed test and efficiency test each carrying 50 marks. The minimum speed expected is 20 words per minute. The minimum pass marks in each test shall be 18 marks.

Note:- 1. The candidates will bring their own pen and pencils.

2. The commission may issue instructions to the examiners to mark deductions in the marks assigned to candidates on account of bad hand writing." vide Notification No. F. 5(8)DOP/A-II/77 Part-V, dated 15.06.1979.

<sup>δ</sup> Substituted for "40% marks in Phase-I" vide Notification No. F. 7(2) DOP/A-II/2006 Pt.I dated 14-03-2016.

## PART - V

### Performance Test for post of Lower Division Clerks for persons covered under sub-rule (4) of rule 23:

The Performance Test shall include the following subjects which shall Carry the marks shown against each and a candidate may opt either of the following papers:-

	Subject :		Marks
Paper - I	Part - I	General Hindi precise-writing and Essay in Hindi	100
	Part-II	Office Procedure and set-up of the Secretariat	
OR			
Paper – II		Type-writing in English or in Hindi	100

Note:- Paper I shall be answered either in English or in Hindi but no candidate shall be permitted to answered partly in English and partly in Hindi.

The standard and scope of the Performance Test in the subjects shall be as follows:-

- 1. General Hindi Precise Writing Essay in Hindi and Office Procedure and set-up of the Secretariat:-** The paper will be set to test the candidates proficiency in the language and knowledge of Office Procedure based on Secretariat Manual and also to test the candidates knowledge in respect of set-up of the Secretariat. Besides an essay to be written on one of several specified subjects it may include Precise-writing letter writing use of idioms etc.
- 2. Type-Writing in English or in Hindi.-** The examination will consists of a speed test and an efficiency test, each carrying 50 marks. The minimum speed expected is 25 words per minute in English Type writing and 20 words per minute in Hindi type writing.

# Substituted for-

#### PART IV- Competitive Examination for Lower Division Clerks

Subjects	Marks
1. General knowledge	100
2. Arithmetic	100
3. Hindi	100
Type writing in Hindi or English	100 (Speed Test)

Note:- (1) The papers (except item 4) will be or 3 hours duration and minimum pass marks shall be 40%.

Time limit for item 4 will be 10 minutes and the minimum speed of type writing in Hindi and English will be 20 and 26 words respectively.

The standard of the examination shall be Higher Secondary standard and scope of each subject shall be as follows:-

General Knowledge.- It will include elementary knowledge of History, Geography (with particular reference to Rajasthan) day to day science current affairs and international affairs.

2. Hindi.- The papers will be set to test the candidate's proficiency in the language. Besides as essay to be written in Hindi it may include Precise Writings, Letter Writing, use of idioms and translation from English to Hindi.

3. Arithmetic.- The paper shall be set to test speed and accuracy of the candidates in making routine calculations.

4. English Hindi type writing.- The minimum speed should be 26 words per minute in English and 20 words per minute in Hindi." vide Notification No. F. 3(3) DOP/A-II/76, dated 30-11-1976.

Γ Substituted For-

#### @ PART - V

Qualifying examination for the post of Lower Division Clerks for the person covered under sub-rule (4) of rule 23.

The qualifying examination shall include the following subject and subjects will carry the number of marks shown against each :-

	Subject	Marks
Paper - I	Part – I : General Hindi Part – II : Precise writing and Essay either in English or in Hindi	100
Paper –II	Office Procedure and set up of Government Machinery.	100
Paper - III	Type writing in English or in Hindi	100

Note:- Precise writing and Essay in Paper I and office procedure and set up of Government Machinery in Paper – II shall be answered either in English or in Hindi but no candidate shall be permitted to answer partly in Hindi and partly in English.

The standard and scope of the examination in the subjects shall be as follows :-

- Note:- 1. The pass marks in Paper I – shall be 35% and in paper-II is each test shall be 18 marks.
2. The candidates will bring their own pen, pencil etc.
3. The Appointing Authority may issue instructions to the examiner to make deductions in the marks assigned to candidate on account of bad hand writing.

ξ" SCHEDULE-III  
(Under rule 16-A)

Competitive Examination for the post Upper Division Clerks, there will be 5 papers in all.

Paper I	Secretariat Manual and Rules of Business	50 Marks
Paper II	Rajasthan Service Rules, Chapters III, IV, V, VI and VII	50 Marks
Paper III	Rajasthan Service Rules, Chapters X, XI, XII and XV	50 Marks
Paper IV	Rajasthan Travelling Allowance Rules, 1971 and Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958	50 Marks
Paper V	Essay and précis-writing in Hindi	50 Marks
Total		250Marks

- 
1. General Hindi.– The paper will be set to test the candidates proficiency in language. Besides an essay to be written on one of several specified subjects, it may include precise writing, letter writing, use of idioms etc.
  2. Office procedure and set up of Government Machinery.– The paper will be set to test the candidates' knowledge of office Procedure based on Secretariat Manual and also to test the candidate's knowledge in respect of set up of Government Machinery.
  3. Type-writing in English or in Hindi.- The examination will consist of a speed test and efficiency test, each carrying 50 marks. The minimum speed expected in 25 words per minute in English. Type writing and 20 words per minute in Hindi Type-writing.
- Note:- 1. The pass marks in each of the Paper I and in Paper II shall be 35% and in Paper III in each test shall be 18 marks.
2. The candidates will bring their own pen, pencil etc.
  3. The Commission may issue instruction to the examiners to make deductions in the marks assigned to candidates on account of bad hand-writing." vide Notification No. F. 15(1) DOP/A-II/83, dated 31-03-1980.

@ Added vide Notification no. F. 5 (8)D.O.P./A-II/77 Pt.II, dated 05-10-1978.

ξ Inserted vide Notification No. F. 2(30) DOP/B-I/71, dated 15-09-1972.

By Order of the Governor

sd/-

P. K. B. Kurup  
Special Secretary to Government