



सत्यमेव जयते



# राजस्थान राज्य बीमा एवं प्रावधायी निधि सेवा नियम, 1959

(दिनांक 31.01.2023 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 (C) DEPARTMENT**

No. F. 31 (16)Appts.(c)54

Jaipur, Dated: 26-09-1959

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India, the Government of Rajasthan makes the following rules regulating recruitment to posts in and conditions of service of persons appointed to the Rajasthan State Insurance and <sup>1</sup>"Provident Fund" Service.

**THE RAJASTHAN STATE INSURANCE <sup>1</sup>"AND PROVIDENT FUND"  
SERVICE RULES, 1959**

**PART I- GENERAL**

**1. Short title and commencement :-** These rules may be called the Rajasthan State Insurance and Provident Fund Services Rules, 1959 and shall come into force at once.

**2. Supersession of existing rules and orders :-** All existing rules and orders in relation to matters covered by these rules are hereby superseded but any action taken by or in pursuance of such existing rules and orders shall be deemed to have been taken under these rules.

**3. Status of the Service :-** The Rajasthan State Insurance <sup>1</sup>"and Provident Fund Service" is a State Service.

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

- @(a) "Government" and "State" means respectively the Government and the State of Rajasthan;
- (b) "Commission" means the Rajasthan Public Service Commission";
- (c) "Department" means the state Insurance <sup>1</sup>"and Provident Fund" Department, Rajasthan;
- (d) "Director" means the Director of Insurance <sup>1</sup>"and Provident Fund" Rajasthan;
- (e) "Service" means the Rajasthan State Insurance <sup>1</sup>"and Provident Fund" Service;
- &(f) "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to a post in the service on the basis of regular selection under the provisions of these Rules or the Rules or order superseded by these Rules."
- (g) "Direct recruitment" means recruitment otherwise, then by promotion as prescribed in rule 7;
- (h) "Schedule" means a Schedule to these rules;

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<sup>1</sup> Inserted vide Notification No. F.1(8)DOP/A-II/88 dated 17-09-1988

@ Substituted for "(a)"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

& Substituted for "Member of the service" means a person appointed substantively to a post in the service under the provisions of these rules or the rules or orders superseded by rule 2" vide Notification No. F.7(1)DOP/A-II/96 dated 10-10-2002

<sup>1</sup>(i) "Substantive appointment" means an appointment made under the provisions of these rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.

**Note:-** "Due Selection by any methods of recruitment prescribed under these rules" will include recruitment either on initial constitution of service or in accordance with the provisions of any rules promulgated under proviso to article 309 of the Constitution of India, except urgent temporary appointment"

<sup>2</sup>(j) "Service" or "Experience" wherever prescribed in these rules as a condition for promotion from one service to another or within the Service from one category to another or to senior posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with the 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.

<sup>3</sup>(k) "year" means the financial year

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

## PART II- CADRE

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

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

Provided that the Government may:-

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

<sup>1</sup> Inserted vide Notification No. F. 7(3)DOP(A-II)/73 dated 05.07.1974

<sup>2</sup> Substituted for "Service" or "Experience" wherever prescribed in these rules as a condition for promotion from one service to another or within the service from one category to another or to senior posts in the case of person holding such posts in substantive capacity shall include the period for which the person has continuously worked on such posts after regular recruitment in accordance with the rules promulgated under proviso to article 309 and shall also include the experience gained by officiating, temporary or ad-hoc appointment, if such appointment is in the regular line of promotion and was not of stop-gap fortuitous nature or invalid under any law and does not involve supersession of any senior official except when such supersession was either due to want of prescribed academic and other qualifications, unfitness or non-selection by merit or the default off the senior official concerned, @ or when such ad-hoc or urgent temporary appointment was in accordance with seniority cum merit."

**Note :-** Absence during service e.g. training and deputation etc. which are treated as "duty" under the R. S. R. shall also be counted as service for computing minimum experience or service required for promotion." vide Notification No. F.6(2)DOP/A-II/71 dated 29-08-1982

<sup>§</sup> Inserted vide Notification No. F. 6(2)Appts.(A-II)/71 dated 09.10.1975 effective from 27-03-1973

<sup>@</sup> Inserted vide Notification No. F. 6(2)Appts.(A-II)/71 dated 09.10.1975 effective from 27-03-1973

<sup>3</sup> Added vide Notification No. F. 7(2)DOP/A-II/81 dated 21-12-1981 w.e.f. from 01-04-1981

<sup>4</sup> Substituted for "Strength of the Service- The strength of the Service is as specified below:-

Designation.  
Director of Insurance and Provident fund.  
Deputy Directors.  
Assistant Directors.

Provided that Government may leave unfilled, hold in abeyance or abolish any vacant post without thereby entitling any person to compensation or may create additional permanent or temporary posts in the Service, from time to time, as may be found necessary." vide Notification No. F. 1(8) DOP/(A-II)/88 dated Sept, 17,1988 w.e.f. 01.04.1984 .

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

### **PART-III- Recruitment**

**17.Methods of recruitment:-** \*“(1)” Recruitment to the posts in the service after commencement of these rules shall be made by the following methods in the proportion indicated in column 3 and 4 of schedule :-

- a) By direct recruitment in accordance with Part IV of these rules;  
b) By promotion in accordance with Part V of these rules;

Provided that if the Government is satisfied in consultation with the commission, that suitable persons are not available for appointment in a particular year by either of method of recruitment in a particular year, appointment by other method in relaxation of the prescribed proportion may be made in the same manner as prescribed in these rules.

\* (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.

**7(A).** 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. (with effect from 29/10/1963).

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1 Substituted for "7. Source of recruitment:- Recruitment to the service after the commencement of these rules, shall be made as follows:-

(a) The posts of Director and Deputy Director shall be selection posts and appointment to these posts will be made by promotion; provided that in case Government decided with the concurrence of the Commission that special circumstances exist whereby these posts cannot be filled by Promotion then the posts may be filled by selection through the agency of the Commission.

(b) Recruitment to fill the vacancies in the posts of Assistant Director shall be made by promotion out of Supervisor in the Department and by the direct recruitment in the proportion of 50:50:

@Provided further that if the Government is satisfied that no Suitable Officer is available in the Service for promotion to the post of Director, an officer of I.A.S., R.A.S., R.A.Cs or an officer of the Government of India or of the Life Insurance Corporation of India, may be appointed by the Government on such conditions as may be decided by the Government for two years, or with the concurrence of the Commission for a period exceeding two years;

%Provided that vacancies shall be reserved for candidates who are non- gazetted employees in accordance with sub-rule (2) of rule 4 of the Rajasthan State and Subordinate Services (Direct Recruitment by Combined Competitive Examination) Rules, 1962." vide Notification No. F.1(8) DOP/(A-II)/88 dated Sept, 17,1988 w.e.f. 01.04.1984

@ Substituted for "Provided that if the Selection Committee prescribed by rule 24 is satisfied that in a particular period suitable persons are not available for appointment by promotion the vacancies existing in that period may be filled by direct recruitment." vide Notification No. F. 7 FD (A&I)/73 dated 13-04-1976 w.e.f. 12-09-1974

% Inserted vide Notification No. F. 5(6)DOP/A-II/73 dated 29-12-2011

\* Added vide Notification No. F. 7(2) DOP/A-II/81 dated 13.11.1996

\$ Inserted vide Notification No. F. 21(12)Appts(c)/55, Pt.10 Dated 29-08-1973

**%8. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes:-** (1) Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with the &“the provisions of the Rajasthan Schedule Caste, Schedule Tribes, Backward Classes, Special Backward Class and Economically Backward Classes (Reservation of Seats in Education Institution in the State and of Appointment and Post in Service under the State) Act, 2008” at the time of recruitment i.e. by direct recruitment and by promotion.

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

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

<sup>1</sup>(4) Appointments shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion.

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% Substituted for “8. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes:-

(1) Reservation of vacancies for the Schedule Casts and the Schedule Tribes shall be in accordance with the orders of Government for such reservation as are in force at the time of recruitment.

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

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

Note:- The reservation shall be calculated on the basis of total vacancies in a particular year. The adjustment of fractions shall be made over a period of five years.

(4) Promotions shall be made irrespective of consideration of caste or tribe.” vide Notification No. F. 7(4)DOP(A-II)/73, dated 03.10.1973

& Substituted for “order of the Government for such reservation in force” vide Notification No. F. 7(8)DOP(A-II)/2008 dated 28.08.2009.

# Substituted for \*"Merit alone" vide Notification No. F. 7(4)DOP/A-II/73 dated 29.01.1981

\* Substituted for "Merit-cum-seniority" vide Notification No. F.7 (6) DOP (A-II)/75 III dated 31.10.1975

<sup>1</sup> Substituted for Ω“(4) Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst the Scheduled castes and the scheduled tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable scheduled castes and the scheduled tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for scheduled castes and the schedules tribes candidates shall be filled by promotion as well as by direct recruitment from General category candidates. However, in exceptional cases where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the department of personnel and after obtaining prior approval of the department of personnel, they may fill up such post(s) by promoting the general category candidate(s) on urgent temporary basis clearly stating in the promotion order that the general category candidate(s) who are being promoted on urgent temporary basis against the vacant post reserved for scheduled castes or the scheduled tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available.” vide Notification No. F.7(1)DOP/A-II/2008 dated 17.01.2013.

Ω Substituted for \$“(4) Appointments shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst Scheduled Castes and Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure, and an equivalent number of additional vacancies

(4A) In the event of non-availability of the eligible and suitable candidates amongst the Scheduled Castes or the Scheduled Tribes, as the case may be, for direct recruitment, in a particular year, the vacancies so reserved for them shall be carried forward to the subsequent three recruitment years. After the expiry of three recruitment years, such carry forward vacancies shall be filled in accordance with the normal procedure:

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

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

(4B) In the event of non-availability of the eligible and suitable candidates for promotion amongst the Scheduled Castes or the Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable Scheduled Castes or Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for the Scheduled Castes and the Scheduled Tribes candidates shall be filled by promotion from General category candidates. In exceptional cases, where in the public interest, the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post(s) by promoting the General category candidate(s) on urgent temporary basis clearly stating in the promotion order that the General category candidate(s) who are being promoted on urgent temporary basis against the vacant post reserved for the Scheduled Castes or Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available:

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

**%8A."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

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shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total, and thereafter such reservation would lapse.

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

\$ Substituted for “(4) In the event of non-availability of a sufficient number of eligible and suitable candidates amongst the Schedule 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-II/73 dated 10.02.1975

# Deleted “both merit” and “Seniority-cum-Merit” and “not by Seniority-cum” vide Notification No. F.7(6)DOP/A-2/75 dated 31.10.1975.

% Substituted for @ “8(A) “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 24-05-94w.e.f. 28-09-1993

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>1</sup>8B. Reservation of vacancies for women:-** Reservation of vacancies for women candidates shall be 30% category wise in the direct recruitment out of which one third shall be for widows and divorced women candidates in the ratio of 80:20. In the event of non-availability of eligible and suitable candidates, either in widow or in divorcee, in a particular year, the vacancies may first be filled by interchange, i.e. vacancies reserved for widows to the divorcees or vice versa. In the event of non-availability of sufficient widow and divorcee candidates, the unfilled vacancies, shall be filled by other women of the same category and in the event of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates of the category for which vacancy is reserved. The vacancy so reserved for women candidates shall not be carried forward to the subsequent year. The reservation for women including widows and divorcee women shall be treated as horizontal reservation, within the category, i.e. even the women selected in general merit of the category shall first be adjusted against the women quota.

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

<sup>1</sup> Substituted for ~~§~~8(B). Reservation of vacancies for women.- Reservation of vacancies for women candidates shall be 30% category wise in direct recruitment out of which 8% shall be for widows and 2% for divorced women candidates. In the event of non-availability of eligible and suitable widows and divorced women candidates in a particular year, the vacancies so reserved for widow and divorced women candidates shall be filled by other women candidates and in the event of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionately in the respective category to which the women candidates belong.

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

<sup>§</sup> Substituted for ~~€~~8B. Reservation of vacancies for women candidates.- Reservation of vacancies for woman candidates shall be 30% category wise in direct recruitment out of which 5% shall be for widow candidates. In the event of non- availability of the eligible and suitable widow candidates in a particular year, the vacancies so reserved for widow candidates shall be filled by other women candidates and in the event of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidate shall be adjusted proportionately in the respective category to which the woman candidate belong." vide notification No.F.7(2) DOP/A-II/88/Pt.I dated : 24.01.2011

<sup>€</sup> Substituted for ~~Ø~~8B. Reservation of vacancies for women candidates:- Reservation of vacancies for woman candidates shall be \*30% category wise, in direct recruitment. In the event of non-availability of the eligible and suitable woman candidates in a particular year, the vacancies so reserved for them shall be filled <sup>Ø</sup>up by male candidate” and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidate shall be adjusted proportionately in the respective category to which the woman candidate belong." vide Notification No. F. 7(2)DOP/A-II/88. Pt.I dated 21.09.2007

<sup>Ø</sup> Added vide Notification No. F. 7(2)DOP/A-II/88 dated 22-01-1997

<sup>\*</sup> Substituted for “20%” vide Notification No. F. 7(2)DOP/A-II/88 dated 07-06-1999

<sup>Ø</sup> Substituted for “in accordance with the normal procedure” vide Notification No. F. 7(2)DOP/A-II/88 dated 07-06-1999

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

**29.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 of Schedule, the vacancies so determined shall be filled in by that method.

(c) Where a post is to be filled in by more than one method as prescribed in the rules or Schedule, the appointment of vacancies, determined under clause (a) above,

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<sup>1</sup> Substituted for <sup>@</sup>18C. 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 bonafied 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 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

<sup>@</sup> Added vide Notification No. F. 7(1)DOP/A-II/2019 Jaipur dated: 19/02/2019

<sup>2</sup> Substituted for <sup>¥</sup>9. Determination of vacancies:- (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 last determination 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.

(1) The Appointing Authority shall determine every year the number of existing vacancies and those anticipated in the next twelve months which are to be filled in by promotion of persons already in the service.

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

<sup>¥</sup> Substituted for <sup>#</sup>9. Determination of vacancies :- (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 expiry of twelve months of the last determination of such vacancies.

(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 relevant Service Rules, each Appointing Authority shall adopt an appropriate cycle order to correspond with the promotion laid down in each of the Service Rules and by giving precedence



to each such method shall be done maintaining the prescribed proportion for the overall 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 continuous cyclic order giving precedence to the promotion quota.

(2) The Appointing Authority shall also determine the vacancies of earlier years, year wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in."

**<sup>1</sup>10.Nationality :-** A candidate for appointment of the service must be :-

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

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

(e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar, <sup>β</sup>“Zambia, Malawi, Zaire and Ethiopia”) 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 favor a certificate of eligibility has been issued by the \$“Government in the Department of Home Affairs and Justice after proper verification.”

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to promotion 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.

# Substituted for "9. Determination of vacancies- Subject to the provisions of these rules, Government shall determine from time to time the number of vacancies in the service anticipated during a particular period of recruitment and 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>1</sup> Substituted for “10. 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 favor 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

<sup>β</sup> Inserted vide Notification No. F. 7(4) DOP/(A-2)/76, dated 04.06.1977

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

& Deleted

**10A.\* "Conditions of eligibility of persons migrated from other countries to India:-** Notwithstanding anything contained in these Rules provisions regarding eligibility for recruitment to the Service with regard to Nationality, age-limit and fee or other concessions to a person who may migrate from other Countries to India with the intention of permanently settling in India shall be regulated by such orders or instructions as may be issued by the State Government from time to time and the same shall be regulated mutatis mutandis according to the instructions issued on the subject by the Government of India."

**11. Age:-** (a) A candidate for direct recruitment to the post of Assistant Director must have attained the age of <sup>2</sup>'21 years' and must not have attained the age of <sup>3</sup>'40 years' on the first day of January of the year following the date of application.

(b) A candidate for direct recruitment to the post of Director and Deputy Director must have attained the age of 30 and must not have attained the age of 45 and 40 years respectively on the first day of January of the year following the date of application.

Provided that:-

@(1) That "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."

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

<sup>1</sup> Added vide Notification No. F.7(5) DOP/(A-2)/76, dated 20-06-1977

\* Inserted vide Notification No. F.2(4)DOP/A-II/79 dated 22-11-1984

<sup>2</sup> Substituted for "24 years" vide Notification No. F.1(8) DOP/(A-II)/88 dated 17-09-1988

<sup>3</sup> Substituted for <sup>#</sup>"35 years" vide Notification No. F-7(2) DOP/A-II/84-Pt Dated 06-03-2018

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

<sup>\$</sup> Substituted for <sup>£</sup>"31 years" vide Notification No. F.7(2)DOP/A-II/84 Dated 20-03-1990

<sup>£</sup> Substituted for "30 years" vide Notification No. F.7(2)DOP/A-II/84 Dated 25-02-1985

@ Substituted for <sup>\$</sup>"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 Schedules Tribes,

(b) By 5 years in case of <sup>&</sup>"women candidates belonging to General category, Economically backward classes and Economically Weaker Section," and

(c) By 10 years in the case of women candidates belonging to Schedules castes, Schedules Tribes and the <sup>¥</sup>"Backward classes and Special backward classes" vide Notification No. F.7(1)DOP/A-II/2019 dated 16.04.21

<sup>\$</sup> Substituted for "(i)That the upper age limit prescribed in sub-rules (a) and (b) shall be deemed to have been further relaxed by 5 years in case of candidates who either belong to the Schedule Castes or Tribes." vide No. F.7(2)DOP/A-II/84/pt. dated 30.04.2001

<sup>¥</sup> Substituted for "Other Backward Classes" vide Notification No. F. 7(8)DOP/A-II/2008 Dated 28-08-2009

& Substituted for <sup>θ</sup>"women candidate belonging to General category and Economically Backward Classes", vide Notification No. F. 7(1) DOP/A-II/2019, dated 19-02-2019

<sup>θ</sup> Substituted for 'women candidate belonging to General category' vide Notification No. F. 7(8)DOP/A-II/2008 dated 28-08-2009

(2) That the age limits prescribed in sub-rules (a) and (b) shall not be applicable to the Supervisors and Superintendents of the Department and members of the service who may apply for direct recruitment to the higher posts.

(3) That the upper age limit for Jagirdars including Jagirdar's sons who did not have any sub-Jagir for their subsistence shall be forty years.

**Note 1:-** This relaxation will remain in force for a period ending (1<sup>st</sup> January, 1964).

**#Note 2:-** Deleted.

%(4) Provided that the upper age limit for the reservists namely the defense service personnel transferred the reserve shall be 50 years.

@(5) That the upper age limit for the political sufferer shall be 40 years till the 31<sup>st</sup> December, 1964.

**Explanation:** - The expression "political sufferer" for the purposes of this rule shall have the meaning assigned to it under clause (iii) of rule 2 of the Rajasthan Political Sufferers Aid Rules, 1959, published in Part IV (c) of Rajasthan Gazette, dated 18<sup>th</sup> June, 1959

\$(6) That the persons appointed temporarily <sup>Y</sup>"to a post in the service" shall be deemed to be within the age limit, had they been within the age limit when they were initially appointed even though they have crossed the age limit when they appear finally before the commission and shall be allowed up to two chances had they been eligible as such at the time of their initial appointment.

Ô(7) That the upper age limit mentioned above shall be relaxable by a period equal to the service rendered in the N. C. C. in the case of Cadet Instructors and if the resultant age does not exceed the prescribed maximum age limit by more than three years, they shall be deemed to be within the prescribed age limit.

&(8) Notwithstanding anything contained/contrary in these rules/ in the case of persons serving in connection with the affairs of the state in substantive capacity, the upper age limit shall be 40 years for direct recruitment to posts filled in by competitive examination or in case of posts filled in through the commission by interview.  
£"Deleted"

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# Deleted <sup>0</sup>"In case of woman candidates, the upper age limit shall be raised by five years" vide Notification No. F. 7(2)DOP/A-II/84 Pt dated 30-04-2001

0 Added vide Notification No. F. 1. (12) Appts. (D)/60 dated 16-11-1960.

% Added vide Notification No. F. 3(9)Appts.(D)/58 dated 27-08-1962

@ Added vide Notification No. F. 1(16)Appts.(A-2)/62 dated 31-05-1963

\$ Added vide Notification No. F. 1(26)Appts.(A-II)/62 dated 18-10-1965

Y Inserted vide Notification No. F. 1(39) DOP/A-II/73 dated 25-12-1974

Ô Added vide Notification No. F. 1(10)Appts.(A-II)/66 dated 11-04-1967 and corrigendum of even No. dated 15.12.1971

& Inserted vide Notification No. F. 7(8) DOP/Gr.II/74 dated 31.12.1974 (w.e.f.28.10.1974)

£ Deleted "This relaxation shall not apply to urgent temporary appointment." vide Notification No. F.7(8)DOP/A-II/74 dated 26-06-1997

- <sup>+</sup>(9) that the upper age-limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before his conviction and was eligible for appointment under the Rules.
- <sup>+</sup>(10) that in case of other ex-prisoner the upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served by him provided he was not overage before his conviction and was eligible for appointment under the Rules.
- <sup>%</sup>(11) that the Released 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>@</sup>(12) that there shall be no age limit in the case of widows and divorcee women.
- Explanation:-** That in the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorcee."
- <sup>¥</sup>(13) Deleted.
- <sup>\*</sup>(14) the upper age limit mentioned above shall be relaxed by 5 years in the case of candidate belonging to the <sup>#</sup>"Backward Classes and Special Backward Classes".
- <sup>&</sup>(15) that the upper age limit for the persons serving in connection with the affairs of the Panchayat Samities and Zila Parishads and in the State Public Sectors Undertaking/Corporation in substantive capacity shall be 40 years.
- <sup>^</sup>(16) That the upper age limit mentioned above shall be relaxed by 10 years in the case of woman candidate belonging to the Scheduled Castes, Scheduled Tribes and the other backward Classes and in the case of women candidate belonging to General category shall be relaxed by 5 years.
- <sup>π</sup>(17) 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.

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<sup>+</sup> Inserted vide Notification No. F. 5(6) DOP/(A-II)/74 dated 18-04-1975 (w.e.f. from 26-09-1959)

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

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

<sup>¥</sup> Deleted <sup>\$</sup>"that where the upper age limit to the post/ posts is prescribed as 33 years or less in the Rules or Schedule as the case may be, it shall be relaxed by 2 years in the case of candidates belonging to the other backward classes." vide Notification No. F. 7(2)DOP/A-2/93 Pt., dated 25.05.2000

<sup>\$</sup> Added vide Notification No .F. 7(2)DOP/A-2/84, 13.11.96

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

<sup>#</sup> Substituted for "Other Backward Classes" vide Notification No. F. 7(8)/DOP/A-II/2008, Dated 28.08.2009

<sup>&</sup> Added vide Notification No. F. 7(1) DOP/A-2/78, dated 30.11.1998.

<sup>^</sup> Added vide Notification No. F. 7(2) DOP/A-II/84 Pt dated 30-04-2001

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

**<sup>1</sup>12. Academic qualification and experience:-** A candidate for direct recruitment to a post mentioned in the schedule shall possess-

- (1) The qualifications and experience given in the schedule;
- (2) Working knowledge of Hindi written in Devnagri Script and knowledge of Rajasthani Culture.

&"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 schedules for direct recruitment, shall be eligible to apply for the post but he/she shall have to submit the 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."

**13. 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, unless he is already serving in a substantive capacity in connection with the affairs of the state, produce a certificate of good character from his former employer and two such certificates written not more than six months prior to the date of application from two responsible persons not related to him.

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<sup>1</sup> Substituted for "12. Academic and Technical Qualifications:- (1) Candidates, for direct recruitment to the Service should possess qualifications as shown below:-

Directors:- The Director will be recruited directly only in case Government exercise their powers under rule 7.

(a) The qualifications for this post in case it is to be filled by direct recruitment will be prescribed by Government as it may consider fit when the exigency arises; provided that the qualifications shall not be less than those prescribed for direct recruitment to the post of Deputy Director.

Deputy Director:- The post of Deputy Director is to be filled by direct recruitment only in case Government exercise their powers under rule 7(a) in the event of these powers being exercised, candidate for the post of Deputy Director should possess the following qualifications:-

(i) Educational qualifications:- 1<sup>st</sup> or 2<sup>nd</sup> Class post-graduate with Insurance/Actuarial Science/Accountancy as one of the subject of a University established by Law in India or a Foreign University declared by Government in consultation with the Commission to the equivalent to a degree of a University established by law in India.

or

A First class or a Second Class graduate of a University established by law in India, and is an Associate of the Institute on Actuaries. London or/an Associate or Fellow (Life Branch) of the Chartered Insurance Institute, London.

(ii) Experience:- (a) Should have at least 7 years' experience on a responsible post in a Life Insurance Office.

(b) Should have experience of assessment of risk and knowledge of actuarial investigation and Insurance Accounts.

None of the above qualifications will be relaxed excepting in the case of persons who are already member of the Service.

<sup>@</sup> Assistant Director:- (I) Educational Qualifications:- A candidate for direct recruitment must hold a Second Class Post Graduate degree in Statistics or Economics with Statistics as optional group of papers of a University established by the law in India or of a Foreign University declared by Government, in consultation with the Commission, to be equivalent of a degree of a University established by law in India." vide Notification No. F. 1(8) DOP/(A-II)/88 dated Sept, 17,1988 w.e.f. 01.04.1984

<sup>@</sup> Substituted for "(I) Educational Qualifications:-1st or 2nd Class degree in Commerce or a degree (B.A. or B.Sc.)/with Mathematics as one of the subjects of a University established by law in India or of a Foreign University declared by Government in consultation with the Commission, to the equivalent to a degree of a University established by law in India.

(ii) Experience:- (a) At least three year experience on a responsible post of supervisory nature as Life Insurance Officer or as Chartered Accountant/

(b) Should have workable Knowledge of assessment of Risk and Insurance Accounts." vide F.D.(A & I) Notification dated 22 -05-1973

<sup>&</sup> Added vide Notification No. F. 8(7)DOP/A-II/97 Dated 17.09.1999

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

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

These convicted of offences involving moral turpitude 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 subsequent good conduct in an After Care Home.

**<sup>1</sup>14. 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 line 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>2</sup>15. Deleted.**

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@ Added vide Notification No. F.1(4) Appts./(A-II)/60, dated 28-06-1961

<sup>1</sup> Substituted for "14. Physical Fitness:- A candidate for direct recruitment to the service must be in good mental and bodily health and free from 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 prescribed by the Government for purpose." vide DOP(A-II) Notification No.F.7(2)DOP (A-II)/74 dated 05-07-1974

<sup>2</sup> Deleted <sup>#</sup>15. Qualifying service for promotion to the post of Assistant Director:- For the purpose of promotion to the post of Assistant Director, a person should be either a graduate who is working as a Supervisor in the Department and who has held such post for a period of not less than five years or a non- graduate who is working as Supervisor in the Department and who has held such post for a period of not less than 7 years." vide Notification No.F.1(8) DOP/(A-II)/88 dated Sept, 17,1988 w.e.f. 01.04.1984

<sup>#</sup> Substituted <sup>&</sup>15. Educational qualifications:- A candidate for direct recruitment must hold a second class post graduates degree in Statistics or Economics with statistics as optional group of papers of University established by law in India or of a Foreign University declared by Government in consultation with the Commission, to be equivalent, of a degree of a University established by law in India." vide Notification No. F. 1(14)DOP/(A-II)/78 dated 26-12-1978

<sup>&</sup> Substituted "15 Qualifying Service for promotion to the post of Assistant Director- For purpose of promotion to the post of Assistant Director, a person should be either a Superintendent or Supervisor working in the Department who has held such post for a total period of at least 3 years and is a graduate.

Note:- The condition of being graduate may be relaxed in the case of a Superintendent or Supervisor provided that he has put in five years' service, in computing the period, service rendered as Section Incharge or Inspector will event." vide Notification No. F.D (A&I) Notification dated 22-05-1973.

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

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

**17. Inviting of applications:-** Applications for recruitment to the service shall be invited by the Commission by advertising the vacancies to be so filled in the Rajasthan Gazette <sup>x</sup>“or” in such other manner as they may deem <sup>\*</sup>“fit.”

<sup>0</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:

**#18. Form of application:-** The application shall be made in the form prescribed by the commission and obtainable from the Secretary to the Commission on payment of such fee as the commission may, from time to time prescribe.

**%19. Application Fee:-** A candidate for direct recruitment to a post in the service shall pay to the Commission such fee as are fixed by them from time to time in such manner as may be indicated by them.

**20. Scrutiny of applications:-** The commission shall scrutinize the applications received by them and require as many candidates qualified for appointment under these rules as seem to them desirable to appear before them for interview.

**21. Recommendations of the Commission:-** The commission shall prepare list of the candidate whom they consider suitable for appointment to the service arranged in order of preference and forward the same to Government.

<sup>§</sup>Provided that for the posts which are to be filled through combined competitive examination under the Rajasthan State and Subordinate Services (Direct Recruitment by Combined Competitive Examinations) Rules 1962, the Commission may, on requisition, recommended, in the order of merit, further names in addition to the advertised vacancies against additional vacancies intimated to them by the Government or the Appointing Authority, as the case may be, before the final result of the combined competitive examination is declared by the Commission.

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<sup>x</sup> Substituted for "and" vide Notification No. F. 9(24)DOP/(A-II)/72 dated 04-06-1973

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

<sup>0</sup> Added vide Notification No. 7(2)DOP/A-II/2005 Dated 20-01-2006

<sup>#</sup> Substituted for “18. Form of Applications:- The application shall be made in the form prescribed by the Commission and obtainable from the Secretary to the Commission on payment of such fee as the Commission may, from time to time, fix.” vide Notification No. F. 7(3)DOP/(A-II)/73 dated 05-11-1973

<sup>%</sup> Substituted for @“A candidate for direct recruitment to a post in the service must pay to the Commission such fees as are fixed by them.” vide Notification No. F.7(4)DOP/A-II/83 dated 18-04-2002

<sup>@</sup> Substituted for "19. Application Fee:- A candidate for direct recruitment to the Service must pay to the Commission in such manner as may be prescribed by the Commission an appointment fee of Rs. 20 in case of members of a Scheduled Caste or a Scheduled Tribes the fee shall be Rs. 10" vide Notification No. 1(2)Appts.(D)/60 dated 21-06-1962

<sup>§</sup> Substituted for "Provided that the Commission, to the extent of 50% of the advertised vacancies keep names of suitable candidates on the reserve list, names of such candidates may, on requisition, be recommended, in the order of merit to the Government within six months from the date of original list is forwarded by the Commission to the Government," vide Notification No. F. 5(7)DOP/(A-2)/76, dated 24-12-1976 with effect from 01-04-1976.

**<sup>1</sup>21(A). Disqualification for appointment:-** (1) No male candidate who has more than one wife living shall be eligible for appointment to the service unless Government after being satisfied that there are specific grounds for doing so, exempt any candidate from the operation of this rule.

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

@(3) Deleted

#(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>2</sup>(5) "No candidate shall be eligible for appointment to the service who has more than two children on or after 01-06-2002.

Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on Ist 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."

<sup>3</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>4</sup>Provided also that any candidate who performed remarriage which is not against any law and before such remarriage he is not disqualified for appointment under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage.

**22. Selection by Government:-** Subject to the provisions of %"Rule 7, 7A & 7B" rule 7 and %"7A" Government shall select the candidates who stand highest in order of merit in the list prepared by the Commission under rule 21 provided that they are satisfied, after such enquiry as may be considered necessary, that such candidates are suitable in all respects for appointment to the service.

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<sup>1</sup> Inserted vide Notification No.F.7(3)DOP (A-II)/76 dated 21-05-1976

@ Deleted "(3). No candidate male or female who has 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, she 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.

Explanations:-

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 a Registered Medical Practitioner or swear an affidavit to the effect that the age of his or her youngest child is not less than 10 years." vide Notification No. F. 7(3)DOP/(A-2)/76 dated 15-02-1977.

# Inserted vide Notification No. F. 15(9)DOP/A-II/74 dated 5-1-1977.

<sup>2</sup> Substituted for &"(5) No candidate shall be eligible for appointment to the service who has more than two children on or after 01-06-2002.

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

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

<sup>3</sup> Added vide Notification No. F.7(1)DOP/A-II/95/Pt.II Dated 24-02-2011

<sup>4</sup> Added vide Notification No. F.7(1)DOP/A-II/95/Pt.II Dated 20-11-2015

% Substituted for "7,\*( & 7A)" vide Notification No. F. 7(2)DOP/A-11/88 dated 22.01.1997

\* Inserted vide Notification No. F. 7(2) DOP/A-II/93 dated 24.05.1994



## PART-V-Procedure for Recruitment by Promotion

<sup>%</sup>22(A). A candidate for promotion to the posts included in the schedule must possess the qualifications and experience mentioned in Col. No. 7 of the schedule.

**23. Criteria for promotion:-** (1) For purposes of recruitment by promotion to the service a selection strictly on seniority-cum merit basis shall be made from among all the persons eligible for promotion under the provision of these rules <sup>#</sup>"on the first day of the month of April of the year of selection."

@(2) Deleted.

**\*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 of were eligible for appointment to the post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.

<sup>2</sup>23(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.

**24. Procedure for selection:-** (1) As soon as it is decided that a certain number of vacancies of Assistant Directors will be filled by promotion, the Director of Insurance shall prepare a list of all candidates eligible for promotion to the post of Assistant Director under the provisions of the rules and shall forward it together with the confidential reports and personal files of the persons included in the list to the Secretary to Government in Finance Department.

<sup>3</sup>(2) A committee consisting of the Chairman of the Commission or a member thereof nominated by the chairman as chairman the secretary to Government in the Finance Department, or his nominee not below the rank of Spl. Secretary, the Special Secretary to Government in the Department of Personnel & Administrative Reforms or his representative not below the rank of Dy. Secretary to Government in the Department of Personnel & Administrative Reforms and the Director of Insurance & Provident Fund as Member-Secretary Shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules.

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<sup>%</sup> Added vide Notification No. F. 1(8) DOP/(A-II)/88 dated Sept, 17,1988 w.e.f. 01.04.1984

<sup>#</sup> Inserted vide Notification No. F. 1(4)SOP/(A-2)/73 dated 13-06-1974

@ Deleted "(2)- In selection the Candidates for promotion regard shall be had to their:-

(a) Technical qualification and experience.

(b) Tact, energy and intelligence.

(c) Integrity.

(d) Previous record of service." vide Notification No. F. 1(6) Appts./D/60 Dt. 14.12.1965

<sup>\*</sup> Inserted vide Notification No. F. 7(1)DOP/(A-2)/73 dated 20-09-1975

<sup>2</sup> Inserted vide Notification No. F. 7(1) DOP/A-II/74 Dt. 05.07.1974

<sup>3</sup> Substituted for "(2) A Committee consisting of the following:-

(i) The Chairman of the Commission or Member of the Commission nominated by him..... Chairman.

(ii) Secretary to the Government in the Finance Department or person not below the rank of Deputy Secretary nominated by him.....Member.

<sup>4</sup>(3) Deleted.

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

<sup>4</sup>(5) Deleted.

<sup>×</sup>**24(A). 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

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(iii) Special Secretary, <sup>¥</sup>Department of Personnel of his nominee .....Member.

(iv) Director of Insurance.....Member

shall consider the cases of all the candidates included in the list interviewing such of them as they may deem necessary and shall select a number of candidates equal to the number of vacancies likely to be filled by promotion. The names of the candidate so selected shall be arranged in a list in order of seniority. They shall also select from the remaining candidates a number of candidates which will be not less than half and not more than the total number of the candidates selected for the first list and shall arrange the names in a supplementary list in order of preference.

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

<sup>¥</sup> Substituted for "Appointments Department" vide Notification No. F. 1(13) DOP/(A-2)/72 I, dated 31-01-1973 effective from 17-07-1972.

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

<sup>4</sup> Deleted "(3) The two lists prepared by the Committee shall after examination by Government be forwarded to the Commission along with the confidential roles, personal files and the statements of particulars of the candidates named in the two lists and the Commission shall be requested to advice on their suitability for promotion to the service. If the Commission are of opinion that any candidate mentioned in the first list not suitable for promotion, they shall consider the names in the supplementary list in the order in which they are placed in that list and shall advice on the suitability of so many candidates in the supplementary list as may be necessary to replace the candidates not approved in the first list.

(4) The names of the candidates, whom the Commission consider to be suitable shall be reported to Government for final selection but shall not be arranged in order of preference.

(5) The final selection shall be made by the Government and a list of candidates considered suitable for promotion shall be arranged in order of their seniority." vide Notification No. F. 1(8) DOP/(A-II)/88 dated 17.09.1988 (w.e.f. 01.04.1984)

<sup>×</sup> Substituted for <sup>¥</sup>24. 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 No. F. 7(1)DOP/A-II/95 dated 20-06-2001 and vide corrigendum dated 21.11.2015.

persons who are eligible and qualified under these rules for promotion on the basis of seniority cum merit or on the basis of merit of the class of posts concerned.

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(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.

&(3) No person shall be considered for first promotion in the Service unless he is substantively appointed and confirmed on 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.

@ 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.

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.

@ Added vide Notification No. F. 7(8)DOP/A-II/78 dated 13 May, 1980

& Substituted for "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 July, 1979  
(4) Selection for promotion in the regular line of promotion from the post/posts not included in Service to the lowest post category of post in the service shall be made strictly on the basis of merit and on the basis of seniority-cum-merit in the proportion of 50 : 50:

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

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

<sup>0</sup>Delete.

<sup>1</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>1</sup> Added vide Notification F. 7(3)DOP/A-2/95 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 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 these rules.

<sup>4</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>0</sup> Delete “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 qualification 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 F. 7(3)DOP/A-II/95 Dated 18.02.1998.

<sup>4</sup> Added vide Notification F. 7(10)DOP/A-2/77 Dated 17.08.1978

(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

<sup>3</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 there under, where there are only to 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 three scales e.g. junior scale, senior scale and selection scale and there are two promotion 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 there under, 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 post shall be made on the basis of seniority cum merit and merit in the proportion of 50:50 except to the highest post:

<sup>1</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.

! Proviso added vide Notification F. 7(10)DOP/A-2/77 Dated 31.03.1980

3 Substituted for “(7) Selection for promotion to the highest post or highest categories of posts in the State Services shall always be made on the basis of merit alone.” vide Notification F. 7(10)DOP/A-2/77 Dated 12.05.1978.

<sup>π</sup>(8) Deleted

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

<sup>π</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 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>@</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 cases may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to <sup>x</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 up to five in number shall be considered for promotion;
  - (b) If promotion is from different categories of the post in the same pay scale, eligible persons up to the 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 for promotion first considered and if no suitable persons is available for promotion on the basis of merit 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.

× Substituted for "five" vide Notification No. F. 7(1)DOP/A-II/81 dated 07.04.2003

posts specified against them in column 2 thereof to the extent indicated in column 3 subject to their possessing minimum qualifications and experience on the first day of the month of April of the year of selection as specified in the relevant column regarding minimum qualification and experience for promotion.

(3) No person shall be considered for first promotion in the service unless he is regularly selected on the post from which promotion is to be made in accordance with one of the methods of recruitment prescribed under the provisions of these rules.

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

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 @ Substituted for “(9) The zone of consideration of persons eligible for promotion shall be as under:-

<sup>0</sup>(i) the zone of eligibility for promotion shall be five times the number of vacancy to be filled on the basis of seniority cum merit or merit or by both, as the case may be.”

(ii) For the highest post in <sup>£</sup>“State” Service;

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

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

(c) if promotion is from different category of posts carrying different pay scale, eligible person in the higher pay scale shall be consider 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 scale shall be consider for promotion and so and on so forth. The zone of consideration for eligibility in the case shall be limited to five senior most eligible persons in all.” vide Notification No. F.7(1)DOP/A-II/81, dated the 6th July, 1983 and effect from 1.04.1984 vide even notification dated 10.05.1984

<sup>0</sup> Clause (i) of rule 9 was substituted for

(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 at least 20 eligible persons to be considered.
(c) Above 10 vacancies	2 times, but at least 30 eligible persons to be considered.

vide notification no. F. 7(1) DOP/A-II/81 dated 29.01.81.

<sup>£</sup> Inserted vide Notification No. F. 7(10)DOP/A-II/77 Dated 26.09.1978

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

<sup>β</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 may be, 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>β</sup> Substituted for (11) The Committee shall consider the case of all the senior-most persons who are eligible and qualified for promotion to the class of posts concerned under these rules, <sup>#</sup> “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 persons 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

€(4) No person shall be considered for promotion for <sup>6</sup>“three recruitment years” from the date on which his promotion becomes due, if he/she has more than two children on or after 1st June, 2002.

Provided that -

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

(ii) where a Government servant has only one child from 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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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 of 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, the 19th Feb., 1982 (w.e.f. 1.04.1981)

<sup>μ</sup>Explanation :- For the purpose of selection for promotion on the basis of merit, officers with “Outstanding” or consistently ‘Very-Good’ record shall only be selected and their names arranged in the order of seniority.”

<sup>μ</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 11.04.79

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

<sup>6</sup> Substituted for "Five recruitment years" vide Notification F. 7(1)DOP/A-II/95 Pt.-II dated : 19.09.2017

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

<sup>&</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 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>&</sup> Substituted for <sup>x</sup>“(11A) 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 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 rules in force at the time, the meeting of the Departmental promotion Committee is held. The person 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, 18.8. 1982.

<sup>x</sup> Added vide Notification No. F. 5(3)DOP/A-II/77 dated 06.10.1979.

@(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. 1.06.2002).

% (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 deemed to be disqualified with effect from 01.06.2002, if any child is born out of single delivery from such remarriage.

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<sup>7</sup>(11B) the Government or the Appointing Authority may order for review of the proceeding of the D.P.C. held earlier on account of some mistake or error apparent on the basis of record, on account of a factual error subsequently effecting the decision of the D.P.C. or for any other sufficient reason e.g. change the seniority wrong determination or vacancies, judgment/direction of any court or tribunal, or were adverse entries in the confidential reports of an individual are expunged or toned down or a punishment in 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 obtain before holding the meeting of the review D.P.C.

<sup>7</sup> Added vide Notification No. F. 7(1)DOP/A-II/86 dated 14.06.88

(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 personal 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 considers it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may, in its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved by the Commission shall be disturbed only with the approval of the Government.

(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 of 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

@ Substituted for <sup>b</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.” vide Notification No. F. 7(1) DOP/A-II/95/Pt.-III dated 03.07.2019 (w.e.f. 01.06.2002)

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

% Substituted for <sup>\$</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 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>\$</sup> Added vide Notification No. 7(1)DOP/A-II/95 Pt. II, dated 20.11.2015

<sup>ψ</sup> Substituted for “24. 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 up to 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, be made solely on the basis of seniority-cum-merit from amongst the persons who have passed the qualifying examination, if any, prescribed under these Rules, and have put in at least five years service, unless a different period is prescribed elsewhere in these rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made.

Provided that in the event of non-availability of the persons with the requisite period of service of five years, the comm. 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.

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

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

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

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

- (i) Number of vacancies Number of eligible persons to be considered
  - (a) for one vacancy five eligible persons
  - (b) for two vacancies eight eligible persons
  - (c) for three vacancies ten eligible persons
  - (d) for four or more vacancies three times the number of vacancies
- (ii) where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.
- (iii) where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended up to seven times the number of vacancies and the candidates belonging to the Schedules Casts or the Schedules Tribes, as the case may (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 pay scale, eligible persons upto two in number from each category of posts in the same pay scale shall be considered for promotion;
  - (b) If promotion is from more than one categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit or seniority cum merit, as the case may be, in the higher pay scale 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.

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Provided further that in respect of posts included in the State Service in which the methods of recruitment to the lowest post provides for appointment by promotion, and where posts are required to be filled on the basis of seniority-cum-merit. The sub-rules are committee may select for promotion such persons of out. standing merit available within the zone of consideration, who may not be selection the basis of seniority-cum-merit, to the extent of one month 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 purposes 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 to made on the basis of merit alone.



(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.

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(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 name 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 the concerned Appointing Authority together with the Annual Confidential Rolls and Personal Files of all the candidates included in them as also of those not selected, if any.

(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.

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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 all the persons whose names have been considered by the Committee.

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

(11) Appointment 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 reviewed and revised, as the case may be.

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

**#24(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>0</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 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 effect notwithstanding anything to the contrary contained in any provision of these rules." vide Notification No. F-7(10)DOP(A-II)77 dated 7-3-1978

<sup>0</sup> Inserted vide Notification No. F. 10(1)Karmik/K-II/75-I, dated 05.03.1976. w.e.f. 01.11.1976.

<sup>#</sup> Substituted for <sup>&</sup>"24(AA).- In case a person of 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 Departmental promotion Committee, forgoes such appointment, he shall be considered again for appointment by promotion only after a period of one year (both on the basis of urgent temporary appointment or on regular basis, on the recommendations of Departmental promotion Committee." vide Notification No. F. 7(1) DOP/A-II/98 dated 05-08-1998.

<sup>&</sup> Added vide Notification No. F. 15(16) DOP/A-II/80 dated 30-11-1981

**§24(B) Appointment to the post of Assistant Director:-** Appointment to the post of Assistant Director shall be made by Government on occurrence of substantive vacancies in the cadre of the Service in the manner prescribed by rules 22, 24 and 24-A.

**PART. VI- Appointments, Probation & confirmation.**

**@25. Appointment to senior and selection post:-** Appointment to senior and selection posts shall be made by Government from amongst the members of service in the next below category #in accordance with the selection having being made on the basis of merit and seniority-cum-merit in the ratio of 1:2 on the recommendations of a Committee which shall consist of the following; but in the case of selection to the post of Director, the Director shall not be a member of the committee:-

- |   |   |                  |
|---|---|------------------|
| 1 | Chairman, Rajasthan Public Service Commission or a Member nominated by him  | Chairman         |
| 2 | Special Secretary to Government in the Department of Personnel or his representative not below the rank of Deputy Secretary | Member           |
| 3 | Secretary to Government in the Finance Department, which term includes the Term of Special secretary                        | Member-Secretary |
| 4 | Director of Insurance   | Member           |

The procedure and principles for selection by merit shall, in so far as it may apply, be the same as provided in rule 24-A. For selection by Seniority-cum-Merit, the Committee shall consider the cases of all the persons eligible for promotion by examining their C. Rs. and personal files and interviewing such of them as may be deemed necessary, and shall select a number of candidates equal to the number of vacancies likely to be filled by promotion by Seniority-cum- Merit.

Provided that Government may fill a vacancy on the senior or selection posts temporarily by appointing thereto for a period not exceeding one year in an officiating capacity any member of the service who is eligible for such appointment under the rules.

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 § Added vide Notification No. F.1(6)Appts.(D)/56, Pt. III dated 26-03-1963

@ Substituted for \*25 (1) (i) (a). As soon as it is decided that a vacancy in any of the categories of the senior posts is to be filled up by promotion, the Secretary to the Government in Finance Department shall call for the personal files and the character rolls of all the persons in the next below cadre who are eligible for promotion, and prepare a list in order of seniority for each category of posts to be filled up.

(b) A Committee consisting of the Chairman, Rajasthan Public Service Commission or Member of the Commission, nominated by him as Chairman, the Secretary to the Government in the Finance Department and the Director of Insurance Department (in case the post of Director itself is not to be filled up), shall consider the cases of all the candidates eligible for promotions, scrutinise their personal files and character rolls and interviewing such of them as they deem necessary, and select suitable candidates for promotion.

(ii) The names of those selected by the Committee as also orders superseded, if any, shall be forwarded to the Government along with their personal files and character roles for final selection.

(2) Appointment to the post of Assistant Director shall be made by Government on the occurrence of substantive vacancies on the cadre of the service in the manner prescribed by Rule 22 and 24 (5).” vide Notification No. 1(6) Appts. (D)/59 Pt.III dated 26-03-1968.

\* Substituted for "25. Appointments to the service:- (1) Appointment to the post of Director and Deputy Director shall be made by the Government on the occurrence of the substantive vacancy by graded promotion from within the services on the basis of seniority and suitability.” vide Notification No. F. 33(42) Appts. (D)/59 dated 24-04-1960

# Inserted vide Notification No. F.7 (6) DOP/(A-II)/74 dated 13-10-1974 effective from 15-01-1973

**125(A)** Notwithstanding anything contained in rule specified in column 3 of the Schedule, the released Emergency Commissioned Officers or short Service commissioned officers who have been appointed to the service in accordance with the Rajasthan Civil Service Commissioned officers Rule, 1968 and who have not put in the requisite period of service or experience as required in these rules for appointment by promotion to higher posts shall be considered for promotion for such higher post if:-

- (i) They have successfully completed the period of probation; and
- (ii) The total service reckoned from the deemed date of their appointment is not less than the period of service required for promotion to higher posts.

**Note:-** “Deemed date of appointment” in relation to a Released Emergency commissioned officer or a short Commissioned officer shall be the date of his appointment in the Army as an Emergency Commissioned Officer or a Short Service Commissioned officer.”

**226. Urgent Temporary Appointment:-** (1) A vacancy in the service which cannot be filled in immediately either by direct recruitment or by promotion under the rules may be filled in by the Government or by the <sup>3</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 there-to a person eligible for direct recruitment to the service, where such direct recruitment has been provided under the provision of these rules;

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

\*Provided further that the 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 their services, fill the temporary vacancy against the direct recruitment quota by a whole-time appointment for a period exceeding three months, otherwise than out of persons eligible for direct recruitment and after a short time advertisement.

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1 Inserted vide No.F.15(29)DOP/A.II/ 75 Dated. 15.10.1976

2 Substituted for "26 Emergent Temporary Appointment:- (1) Vacancy in the service may be filled temporarily by Government by appointing thereto in an officiating capacity an official eligible for recruitment to the post provided that no such appointment shall be continued beyond a period of (One Year) without the concurrence of the Commission and shall be terminated immediately on the refusal of the Commission to concur. " vide No. F.1(10)DOP/A.II/ 72 Dated. 16.02.1973

3 Substituted for "Appointing Authority" vide Corrigendum No. F. 1(10)DOP/A.II/ 72 Dated. 12.09.1973

\* Substituted for "Provided further that in respect of a service or a post in service for which both the methods of recruitment have been prescribed, the Government (or the Authority competent to make appointments 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.

%(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 permissions to fill the vacancies on urgent temporary basis subject to such conditions and restrictions regarding pay and other allowances as it may direct. Such appointments shall however, be subject to concurrence of the Commission as required under the said sub-rule.

**27. Appointment to more than one posts:-** Notwithstanding the provisions of Rule 50 of the Rajasthan Service Rules, no member of service shall hold two or more cadre posts or a cadre post and any other whole-time post for a period exceeding six months.

**28. Appointment of Retired Officers:-** A retired member of the service may be appointed by Government to a cadre post equivalent to or lower than the post from which he retired. Such appointments will not be made by Government for a period exceeding two years without the concurrence of the Commission.

**<sup>1</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. Appointment on ad hoc or urgent temporary basis shall not be deemed to be appointment after regular selection." provided that, among persons appointed in the same year and those appointment by promotion shall rank Senior to those appointed by selection and inter se seniority of those appointed by either promotion or selection shall be in the order in which the names appear in the lists, prepared under rules 24(5) and 21 respectively.

(1) Provided that the seniority inter se of the persons appointed substantively to the posts encadred in the service before the commencement of these rules shall be such as may be fixed ad-hoc by Government, Subject to any modifications, corrections, or revisions which Government may, in future, consider necessary.

<sup>2</sup>(2) 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.

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% Inserted vide Notification No. F.7 (7)DOP/(A-II)/75 dated 31-10-1975 effective from 26-09-1959

**1** Substituted for \$"29:- Seniority of persons appointed to the lowest post of the Service or lowest categories of posts in each of the Group/Sections 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 highest posts in the Service or other higher categories of posts in each of the Group/Sections in the Service, as the case may be, shall be determined from the date of their regular selection to such posts." vide Notification No. F. 7(1)DOP/A-II/96 dated 10-10-2002

\$ Substituted for &"29. Seniority:- Seniority in the Service shall be determined in each category of the service by the year of substantive appointment." vide Notification No. F. 7(8)DOP/A-II/78 dated 20-07-1979

& Substituted for "29 Seniority:- Seniority within the cadre of Assistant Director shall be determined by the date of substantive appointment to the posts." vide Notification No. F. 7(6)DOP/A-II/73 dated 15.11.1976

**2** Substituted for "(2) that the person 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 result of subsequent selection seniority inter se of persons selected on the basis of seniority -cum-merit shall be the same as the next below grade, except in case of continued officiation on higher posts when it shall be 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

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

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

\*<sup>(4)</sup> Deleted.

¥<sup>(5)</sup> Withdrawn.

#<sup>(6)</sup> Provided that reservation for Scheduled Castes and Scheduled Tribes employees with consequential seniority shall continue till the roster points are exhausted: and adequacy of promotion is achieved.

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

If on the application of these provisions the Scheduled Castes/Scheduled Tribes employees who had been promoted earlier and are found in excess of the adequacy level, shall not be reverted and shall continue on ad-hoc basis and also any employee who had been promoted in pursuance to Notification No. F7(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>29(A)</sup>. Notwithstanding anything contained in Col. 3 of the Schedule a person who has been regularly recruited against a temporary post and has put in two years service after such regular recruitment shall not be placed on probation on conversion of -such post into a permanent one but he shall be confirmed only after he has fulfilled the conditions of confirmation as laid down in the rule.

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3 Deleted "(3). that the seniority inter se of persons selected as a result of one and the same selection and appointed on the basis of merit alone shall be in the same order in which their names appear in the select list irrespective of the period of continuous officiation." vide Notification No. F. 7(10) DOP/ (A-II)/77 dated 17-06-1978

\* Deleted for Ψ<sup>(4)</sup>. That if a candidate belonging to the Scheduled Caste/Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/O.B.C. candidate who is promoted later to the said immediate higher post/grade, the general/O.B.C. candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste/Scheduled Tribe in the immediate higher post/grade." vide Notification No. F. 7(1) DOP/A-II/2002 dated 28-12-2002

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

¥ Withdrawn “<sup>^</sup>(Notification No. F. 7(1)DOP/A-II/2002 dated 28-12-2002) and <sup>\$</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 07-12-2011

<sup>\$</sup> Deleted for <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 in Writ Petition (Civil) No. 234/2002 All India Equality Forum v/s Union of India and others.” vide Notification No. F. 7(3) DOP/A-II/2008 dated 25-04-2008

<sup>^</sup> Inserted vide Notification No. F. 7(1) DOP/A-II/2002 dated 28-12-2002.

# Added vide Notification No. F. 7(3)DOP/A-II/2008 Dated 11-09-2011

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

**130."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.

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.

(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."

%(3) Deleted.

**@30(A). Confirmation in certain cases:-** \* (1) "Notwithstanding anything to the contrary contained in the proceeding 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,-

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1 Substituted for %"Period of Probation:- <sup>β</sup>(1)All person appointed to the Service by direct recruitment against a substantive vacancy shall be placed on probation for period of two years and those appointed by promotion/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 or by direct recruitment against a substantive vacancy, officiated temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their performance 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 rule (1) each probationer may be required to pass such Departmental Examination and to undergo such training as the Government may, from time to time, specify.

Explanation:- In case of person who dies or is due to retire on attaining the age of superannuation the period of probation shall be reduced so as to end one day earlier on the date immediately proceeding 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. 7(2)DOP/A-II/2005 Dated 20-01-2006

<sup>β</sup> Substituted sub rule (1) Every person appointed against a substantive vacancy in the Service by direct recruitment shall be placed on probation for a period of two years and those appointed by promotion/\*"special selection to any posts against such a vacancy shall be on probation for period of one year." vide Notification No. 1(35)DOP/A-II/74 dated 09-04-1979

<sup>¥</sup> Substituted for "Probation:- (1) All members of the service shall on appointment to the service be placed on probation. The period of probation shall be two years in the case of persons appointed by direct recruitment and one year in the case of persons appointed by promotion.

provided that such of them as have previous to such appointment officiated or served temporarily on a post two which they are appointed may be permitted by Government to count such officiating or temporarily service towards the period of probation up to a maximum period of six months.

(2)During the period of probation each probationer shall be required to pass such departmental examination and to undergo such training as Government may, from time to time, prescribe." vide Notification NoF.1 (35) Karmik/(Ka-II)/74 dated 04-05-1977.

\* Inserted vide Notification No. No F.1 (35) Karmik/(Ka-II)/74 dated 03-08-1977

% Deleted for \$"The period spent as probationer trainee shall not be counted for experience and eligibility for promotion vide notification no F-7(2) DOP/A-II/2005 dated 26-04-2011

\$ Added vide Notification NO. F.7(2)DOP/A-II/2005 dated 13-06-2008

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

(i) he has worked on the post or higher post under the same Appointing Authority or would have so worked but for his deputation or training;



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

ô(2) If an employee referred to in sub-rule (1) above fails to fulfil the conditions mentioned in the said sub-rule, the period mentioned in sub-rule (1) above, may be extended as prescribed for a probation or under the Rajasthan Civil Service (Departmental Examinations) Rules, 1959 and any other rules or by one year, whichever is longer. If the employee still fails to fulfil the conditions mentioned in sub-rule (1) above, he will be liable to be discharge 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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(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. F. 7(1)DOP/A-II/2020 Dated 04-02-2022 with effect from 20-01-2006

ô Substituted for % "(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 temporarily or officiating basis who has, after the date of regular recruitment by each 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 of training, 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 confirmations of a probationer are fulfilled subject to the quota prescribed under the Rules and 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 promotion cadre course etc. the aforesaid period may be extended as prescribed for promotion or under the Rajasthan Civil Services Departmental examination Rules, 1959 and any other Rules, or by one year, whichever is longer. If the employee still fails to fulfill 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 contrary about the satisfactory performance of his work are communicated to 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 appointment after either of the methods of recruitment or on initial Constitution of Service in accordance with any of these service Rules promulgated under proviso to Article 309 of the Constitution of India or for posts for which no 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 a urgent temporary appointment, ad-hoc appointment or officiating promotion against temporary of lien vacancies which are liable to review and revision from year to year. In case where the Service Rules specifically permit appointment by transfer, such appointment shall be treated regular recruitment in 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 exercise option in favour of confirmation under this rule and their lien on the previous post shall ceases. vide Notification No.F.2(4)DOP/(A-II)/79 dated 22-11-1984

% Substituted for "Notwithstanding anything contained in the rule specified in column 3 of the schedule I, 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." Substituted vide Notification No.F.7(7)DOP/(A-II)/74 dated 28-12-1974

(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 his within the said period of service.

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

**Explanation:**

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

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

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

(ii) Person 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 to 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.

**131.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 area 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

1 Substituted for \$"31. Unsatisfactory progress during probation: - (1) If it appears to Government at any time during or, at the end of period of probation, that a member of the service has no made sufficient use of his opportunities and has not passed the Departmental Examination completely even in three attempts or that he has failed to give satisfaction, government may revert him to the post held subsequently by him immediately preceding his appointment to the service; provided he holds a lien thereon, or in other cases may remove him from service:

&Provided that the appointing authority may, if it so thinks fit in any case or class of cases, extend the period of probation of any member of service by a specified period not exceeding two years in case of person appointed to a post in the service by direct recruitment and one year in the case of person appointed by promotion % “special selection to such post.”

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 total extension not exceeding three years.

(2) Notwithstanding anything contained in the above proviso, during the period of probation, if a probationer is placed under suspension, or disciplinary proceeding is contemplated or started against him, the period of his probation may be extended till such period the Appointing Authority thinks fit in the circumstances.

(3)A probationer reverted or discharged from Service during or at the end of the period of probation under sub-rule (1) shall not be entitle to any compensation.” vide Notification No. F.7(2)DOP/A-II/2005 Dated 13-06-2008 (w.e.f. 20-01-2006)

% Inserted vide Notification No. F. 1(35)karmik/Ka-2/74, dated 03.08.1977.

& Inserted proviso vide Notification No. F. 7(6)DOP/A-2/77, dated 26.10.1977. (w.e.f. 01-01-73)

\$ Substituted for “31. Unsatisfactory progress during probation: - (1) If it appears to the appointing authority, at any time during or at the end of the period of probation that a member of the Service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing authority may revert him to the

discharge or terminate him/her from service. The appointing authority shall accord appropriate opportunity to the probationer trainee before final order are passed in this respect;

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

**32. Confirmation:-** A probationer shall be confirmed in his appointment at the end of his period of probation if :

- (a) he has passed the prescribed departmental examinations, if any, completely and
- (b) Government is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

**@32(A).** Notwithstanding anything contained in rule 32, a probationer shall be confirmed in his appointment at the end of his period of probation even if the prescribed Departmental Examination/training/ Proficiency test in Hindi, if any, are not held during the period of probation laid-down in the rules provided:-

- (i) He is otherwise fit for confirmation and the
- (ii) Period of probation expires on or before the date of publication of this amendment in the Rajasthan Rajpatra

## PART. VII - PAY.

**<sup>1</sup>33. Pay during Probation:-**“ A probationer trainee appointed to the service by direct recruitment, shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Government from time to time.”

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

### **<sup>2</sup>34. Deleted.**

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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 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 Service during or at end of the period of probation under sub-rule(1) shall not be entitled to any compensation. “vide Notification No. F.1(35) Karmik/(Ka-II)/74 dated 04-05-1977

**@** Inserted vide Notification No. F.1 (12) Appts./(A-II)/68 part V dated 17-10-1970

**1** Substituted for **“Pay during Probation:-** The initial pay of a person appointed by direct recruitment to a post in the service/cadre shall be the minimum of the scale of pay of the post” vide Notification NO. 7(2)DOP/A-II/2005 Dated 20-01-2006

**\$** Substituted for “33. Scale of pay: - The scale of monthly pay of a person appointed to the service shall be such as may be sanctioned by Government from time to time.” vide notification no. F.1(15)Appts./(A-II)/67 dated 06-02-1969

**&** Substituted for “Provided that the pay of a person already serving in connection with the affairs of the State shall be fixed in accordance with the provisions of the Rajasthan service Rules, 1951.” vide Notification NO. F.7(2)DOP/A-II/2005 dated 13-06-2008

**2** Deleted **#**34. Increment during probation:- A probationer shall draw increment, in the scale of pay admissible to him in accordance with the provisions of the Rajasthan Service Rules, 1951. vide Notification No. 7(2)DOP/A-II/2005 Dated 20-01-2006

**#** Substituted for “34. Increment during probation:- A probationer shall draw increments in the scale of pay admissible to him during the period of probation as they accrue, provided that if the period of probation is extended on account of failure to give satisfaction or to pass departmental examination completely, such extension shall not count for increment unless the authority the extension directs otherwise.” vide Notification No. F.3(11) Appts./(A-II)/58, part IV dated 16-10-1973

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

#### **PART. VIII – OTHER PROVISIONS.**

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

- (1)The Rajasthan Service Rules, 1951.
- (2)The Rajasthan Travelling Allowance Rules, 1949.
- (3)The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950.
- (4)The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958.
- (5)The Rajasthan Civil Services (Rationalization of Pay Scales) Rules, 1956 and any other rules made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time being in force.

**<sup>1</sup>37. Power to relax rules:-** In exceptional cases where the Administrative Department of the Government is satisfied that Operation of the rule 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 of 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 order 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 relaxations shall not be less favourable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the %“Administrative Department concerned.”

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

<sup>2</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>1</sup> Added vide Notification No. F. 11(2)DOP/A-D/75 dated 27.12.1978

% Substituted for “Departmental of Personnel and Administrative Reforms (Departmental of Personnel A-Group-II)” vide Notification No. F. 11(2)DOP/A-II/75 dated 18-08-1982

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

<sup>2</sup> Added vide Notification No. F.7(3)DOP/A-II/95 Pt. Dated 18-07-2017

By Order of the Governor,

Sd/-

S. D. Srivastava

Special Secretary to Government

### **Schedule (See rule No.8)**

In accordance with the provision of Article 335 of the Constitution of India, the Government of Rajasthan have been pleased to direct that (1) there shall be a general reservation of 12.5% of the vacancies for members of the Scheduled Casts and Scheduled Tribes in making appointment to the services and posts which are filled by direct recruitment.

(2) The same percentage of recruitment may be followed in respect of the members of the Scheduled Casts and Scheduled Tribes till the ultimate percentage of reservation fixed by the Government of reached.

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

(4) Minimum qualification prescribed for any post will not be lowered with a view to accommodating any candidate belonging to the Scheduled Casts and Scheduled Tribes.

(5) The maximum age-limit prescribed for direct recruitment in various services and posts may be extended by five years in the case of the candidates belonging to the Scheduled Casts and Scheduled Tribes.

## <sup>1</sup>SCHEDULE

S.No.	Name of the Post	Method of recruitment with percentage		Direct recruitment	Promotion		Remarks
		Direct	Promotion	Qualification and Experience	Post from which to be made	qualification and Experience	
1	2	3	4	5	6	7	8
<sup>3</sup> 1.	Senior Additional Director	-	100%		Additional Director	25 years experience in all on the post included in the service	-
<sup>2</sup> 2.	Additional Director	-	100%	-	Joint Director	*3 years experience on the post mentioned in column number 6 and 18years' service in all on the post(s) included in the service.	-
<sup>2</sup> 3.	Joint Director	-	100%	-	Deputy Director	5 years experience on the post mentioned in column number 6	-
4.	Deputy Director	-	100%	-	Assistant Director	5 years experience on the post mentioned in Col 6	-
5.	Assistant Director	50% (by combined competitive examination)	50%	<sup>4</sup> According to the provisions contained in the Rajasthan State & sub-ordinate Services (Direct Recruitment by combined competitive examination) Rules, 1999 from time to time	Supervisor	Graduate with 5 years experience on the post mentioned in col-6 or non graduate with 7 years experience on the post mentioned in col 6.	-

**1** Added vide Notification No. F. 1(8)DOP/A-II/88 dated 17-09-1988 (with effect from 01.04.1984)

**2** Substituted for -

1	2	3	4	5	6	7	8
2	Director	-	100%	-	Additional Director	3 years experience on the post mentioned in column number 6	-
3	Additional Director	-	100%	-	Deputy Director	5 years experience on the post mentioned in column number 6	-

vide Notification No. F.1(8)DOP/A.II/88) Dated 21-12-2009

**3** Inserted and renumbered the existing serial number 1, 2, 3 and 4 as serial number 2, 3, 4 and 5 respectively; vide Notification No F.(8)DOP/A-II/88 Dated 19.06.2012

\* Substituted for "3 years experience on the post mentioned in column number 6 and 20 years service in all on the post(s) included in the service." vide Notification F.1(8) DOP/A-II/88/part Dated 04-11-2015

**4** Substituted for "According to the provisions contained in the Rajasthan State & sub-ordinate Services (Direct Recruitment by combined competitive examination) Rules, 1962 from time to time" vide Notification No. F.1(2)DOP/A-II/97 dated 20-04-1999