

**THE RAJASTHAN
REVENUE ACCOUNTS SUBORDINATE SERVICE
RULES, 1975**

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DEPARTMENT OF PERSONNEL

(A-Group-II)

Notification

Jaipur, July 3, 1975.

G.S.R. 86(12).- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following Rules regulating the recruitment to posts in, and the conditions of service of persons appointed to the Rajasthan Revenue Accounts Subordinate Service, namely:-

THE RAJASTHAN REVENUE ACCOUNTS SUBORDINATE SERVICE RULES, 1975.

PART I-General

1. Short title and commencement.-(i) These Rules may be called the Rajasthan Revenue Accounts Subordinate Service Rules, 1975.

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

2. Definitions.- In these Rules, unless the context otherwise requires,

(a) "Appointing Authority" means the Chairman, Board of Revenue for Rajasthan and includes in relation to any post in the Service, such other Officer or Authority, who may, with the approval of the Government, be specially empowered by the Chairman to exercise the powers and perform the functions of the Appointing Authority;

(b) "Board" means the Board of Revenue for Rajasthan;

(c) "Chairman" means the Chairman of the Board of Revenue for Rajasthan;

(d) "Commission" means the Rajasthan Public Service Commission;

(e) "Committee" means the Departmental Promotion Committee referred to in rule 28;

(f) "Direct recruitment" means recruitment made according to the procedure prescribed in Part IV of these Rules;

(g) "Government" and "State" mean respectively the Government of Rajasthan and the State of Rajasthan;

(h) "Inspector, Revenue Accounts" means an Inspector holding the gazetted post of Inspector, Revenue Accounts or any other post as may be declared equivalent thereto by the Government from time to time;

(i) "Member of the Service" means a person appointed in a substantive capacity to a post in the Service under the provisions of these Rules or under rules or orders repealed by Rule 41 and includes a person who is on probation under rule 31;

(j) "Schedule" means a Schedule appended to these Rules;

(k) "Service" means the Rajasthan Revenue Accounts Subordinate Service;

(l) "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 the recruitment prescribed under these Rules" will include recruitment either on initial Constitution of Service or in accordance with the provisions of any rules promulgated under proviso to Article 309 of the Constitution of India, except an urgent temporary appointment; and

@ (m) "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

@ Substituted for :

(m) "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 post in a substantive capacity shall include the period for which the person has continuously worked on such posts after regular recruitment 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 or fortuitous nature or invalid under any law and does not involve supersession of any senior official, except when such supersession was either due to want of prescribed academic and other qualifications, unfitness or the default of the senior official concerned, "or when such ad hoc or urgent temporary appointment was in accordance with Seniority-cum-merit."

Note:-Absences during service e.g. training and deputation etc. which are treated as 'duty' under the Rajasthan Service Rules, 1951 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 29.8.1982.

* Inserted vide Notification No.F. 6(2) Appts./A-II/71, dated 13-7-1976. Effective from the first day of October, 1975.

the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with rules promulgated under proviso to Article 309 of the Constitution of India.

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

+ "(n) "Year" means financial year."

3. Interpretation.-Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Rajasthan Act No. 8 of 1955) shall apply for the interpretation of these Rules as it applies for the interpretation of a Rajasthan Act.

PART II-Cadre

4. Composition and strength of the Service.-(1) The nature of posts in the Service shall be as specified in Column 2 of the Schedule-I.

(2) The strength of posts in the Service shall be such as may be determined by the Government from time to time:

Provided that-

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

(ii) the Appointing Authority may leave unfilled or hold in abeyance or allow to lapse any post, permanent or temporary, from time to time, without thereby entitling any person to any compensation.

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

(a) all persons holding substantively, at the commencement of these Rules, the posts specified in the Schedule I;

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

(c) all persons appointed to the Service after such commencement in accordance with the provisions of these Rules except those appointed under rule 30.

+ Added vide Notification No.F. 7(2) DOP/A- II/81, dated 21-12-1981 w.e.f. 1-4-1981.

PART III- Recruitment

6. Method of Recruitment.- (1) Recruitment to the Service after the commencement of these Rules, shall be, by the following methods in the proportion indicated in Column 3 of the Schedule I:-

(a) direct recruitment in accordance with Part IV of these Rules:

(b) promotion in accordance with Part V of 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.

Provided that-

(a) if the Appointing Authority is satisfied in consultation with the Commission, where necessary, that suitable persons are not available for appointment by either method of recruitment or in the proportion so indicated in a particular year, appointment by the other method in relaxation of the prescribed proportion may be made in the same manner as specified in these Rules;

(b) nothing in these Rules shall preclude the Appointing Authority from appointing officers who were immediately before 1-11-1956 in the employment of pre-re-organisation of States of Ajmer, Bombay and Madhya Bharat to suitable posts specified in Schedule I in accordance with the directions governing the integration of their Services;

(c) that the persons who were appointed to the posts included in the Schedule I, in an ad hoc/officiating/temporary basis on or before 1-1-1971 and were working as such on the date these Rules come into force shall be screened by a Committee referred to in rule 28 for adjudging their suitability on the posts held provided that they possess the qualifications prescribed in the rules either for direct recruitment or promotion or the prescribed qualifications on the basis of which the persons were selected for ad hoc/officiating/temporary appointment:

Provided that a person appointed on ad hoc basis shall not be entitled to screening on such higher post on which he may have been appointed in ad hoc or officiating capacity if his screening on the higher post involves supersession of any senior person without any fault on the part of later. Seniority for this purpose will be reckoned according to date of continuous officiating appointment to the post:

Provided further that the Committee appointed under these Rules for adjudging suitability by screening may ex-gratia recommend; if any of the employees with more than three years' of service on a post for which he is to be screened is not adjudged suitable and if thereafter

Inserted vide Notification No. F. 7(2) DOP/A-II/81 dated 13-11-1996.

£ Added vide Notification No. F. (2) DOP/A-II/81 dated 13-11-1996.

has no right to be appointed on a lower post for such lower post being offered to him by absorption and thereupon such an employee under the provisions of the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969, and such employee may be absorbed on the lower post on the recommendations of the Committee subject to such conditions as may be laid down by it.

7. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes.- (1) Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with the orders of the Government for such reservation in force 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 appointment in the order in which their names appear in the list prepared for Direct Recruitment by the Commission, for posts falling in its purview, and by the Appointing Authority in other cases, and the Departmental Promotion Committee or the Appointing Authority, as the case may be, in the case of promotees, irrespective of their relative rank as compared with other candidates.

(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 filled in accordance with the normal procedure and an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total and thereafter such reservation would lapse:

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

\$7A. "Reservation of vacancies for other Backward Classes :- Reservation of vacancies for other Backward Classes shall be in accordance with the orders of the Govt. for such reservation in

@ Substituted for the words + "Merit alone" vide Notification No.F. 11(1) DOP/A-II/77, dated 20-3-1980.

+ Substituted for the words "Merit-cum-seniority" vide Notification No.F. 7(6) Karmik/Ka-II/75, III, dated 31-10-1975.

* Deleted the words "both Merit" and "Seniority-cum-merit" and not by "Seniority-cum" vide Notification No.F. 7(6) DOP/A- II/75-III, dated 31-10-75.

\$ Added vide Notification No. F. 7(2) DOP/A-II/93, dt. 24-5-1994 w.e.f. 28-9-1993.

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."

£"7B- Reservation of vacancies for women candidates :- Reservation of vacancies for women candidates shall be 20% , categorywise, in direct recruitment. In the event of non-availability of the eligible & suitable woman candidates in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure & such vacancies shall not be carry forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidate belong."

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

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

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

£ Added rule 7B vide Notification No. F. 7(2) DOP/A-II/88, dated 22-1-1997.

* Substituted for Rule 8:-

"8. 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 Bhutan, or
- (d) a subject of Nepal, or
- (e) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (f) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

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

A candidate in whose case a certificate of eligibility is necessary may be admitted to an Examination or interview conducted by the Commission or other recruiting authority and he may also provisionally be appointed sub. to the necessary certificate being given to him by the Govt. vide Noti. No.F. 7(4) DOP/A-II/76, dt. 7-9-1976.

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.

*8A. + "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."

@ 9. 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.

* Added vide Notification No.F. 7(6) DOP/A-II/76, dated 20-6-1977.

+ Heading of rule 8A added vide Notification No.F. 2(4) DOP/A- II/79, dated 22-11-1984.

@ Substituted for Rule 9:-

£ "9. Determination of vacancies.- (1) (a) Subject to the provisions of these Rules, the Appointing Authority shall determine every year the number of existing vacancies and those anticipated during the following twelve months and the number of persons likely to be appointed to the Service by each method. The next determination of vacancies shall be done just before the expiry of twelve months of the last 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.

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

(3) The Appointing Authority shall also determine the corresponding vacancies of earlier years, if any, yearwise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in accordance with sub-rule (2)."

vide Notification No.F. 7(2) DOP/A-II/81, dated 21-12-1981 w.e.f. 1-4-1981.

£ Rule 9 Substituted for:-

"9. Determination of vacancies.- Subject to the provision of these Rules, the Appointing Authority shall determine each year the number of vacancies anticipated during the following twelve months and the number of persons likely to be recruited by each method. Such vacancies shall be determined before expiry of 12 months of the last determination of such vacancies."

vide Notification No.F. 5(3) DOP/A-II/77, dated 6-10-79.

(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 apportionment of vacancies determined under clause (a) above, to each such method shall be done maintaining the prescribed proportion for the over all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in a continuous cyclic order giving precedence to the promotion quota.

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

10. Age.-A candidate for direct recruitment to a post enumerated in Schedule I must have attained the age of 21 years and must not have attained the age of + "33 years" on the first day of January next following the last date fixed for receipt of applications:

Provided-

(i) that the upper age-limit mentioned above, shall be relaxed by five years in the case of Women candidates and candidates belonging to the Scheduled Castes or the Scheduled Tribes;

(ii) that the upper age-limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before his conviction and was eligible for appointment under these Rules;

(iii) that in the case of other ex-prisoners, the upper age-limit mentioned above shall be relaxed by a period equal to the term of imprisonment served by him provided he was not overage before his conviction and was eligible for appointment under these Rules;

(iv) that the persons appointed temporarily 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 upto two chances had they been eligible as such at the time of their initial appointment;

(v) that the upper age-limit mentioned above shall be 50 years in the case of reservists, namely the defence service personnel who were transferred to the Reserve;

+ Substituted for @ "31 years" vide Notification No.F. 7(3) DOP/A-II/84, dated 20-3-1990 w.e.f. 25-1-1990.

@ Substituted for "28 years" vide Notification No.F. 7(2) DOP/A-II/84, dated 25-2-1965 w.e.f. 28-9-1984.

(vi) that the upper age-limit mentioned above shall be 35 years in the case of persons serving continuously since attaining the age of 25 years in connection with the affairs of the State or in the Rajasthan State Electricity Board or other autonomous body or a Panchayat Samiti or Zila Parishad:

Provided further that in relation to a person referred to in category (vi), the upper age-limit for the first competitive examination to be held under these Rules shall be 40 years in place of 35 years;

(vii) that for recruitment to the post not within the purview of the Commission the upper age-limit for persons who were retrenched from the State Government Service for want of a vacancy or due to abolition of post shall be 35 years if they were within the age-limit prescribed under these Rules, when they were initially appointed to the post from which they were first retrenched provided that normal prescribed channels of recruitments relating to qualifications, character, medical fitness etc. are fulfilled and they were not retrenched on account of complaint or delinquency and they produce a certificate of having rendered good services from the last Appointing Authority:

(viii) that there shall be no age-limit in the case of persons repatriated from East African countries of Kenya, Tanganyika, Uganda and Zanzibar;

(ix) 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 examinations or in case of posts filled in through the Commission by interview. This relaxation shall not apply to urgent temporary appointment.

@(x) that the upper age-limit mentioned above shall be relaxed upto 45 years for the persons repatriated from Burma and Ceylon on or after 1-3-1963 and East African countries of Kenya, Tanganyika, Uganda and Zanzibar with a further relaxation upto 5 years in the case of persons belonging to the Schedule Castes or the Schedule Tribes."

*(xi) "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."

@ Inserted vide Notification No.F. 1(20) Appts.(A-II)/67, dated 20-9-1975. Effective up to 28-2-1977.

* Inserted vide Notification No.F. 7(2) DOP/A-II/75, dated 20-9-1975.

@ (xii) "that there shall be no age-limit in case of persons repatriated from Pakistan during the 1971 Indo-Pak War."

@@(xiii) "that there shall be no age limit in the case of widows and divorcee women."

Explanation.-That in the case of widows, 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."

\$ (xiv) "that where the upper age-limit to 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."

11. Academic and Technical Qualifications and experience.- A candidate for direct recruitment to the post enumerated in Schedule I shall, in addition to such experience as is required, possess:-

- (i) the qualifications given in Column 4 of the Schedule; and
- + (ii) working knowledge of Hindi written in Devnagri script and knowledge of Rajasthan Culture.

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

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

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

@ Proviso (xii) added vide Notification No.F. 15(25) DOP/A-II/79, dated 19-2-1980.

@@ Proviso (xiii) added vide Notification No.F. 7(2) DOP/A-II/84, dated 18-12-87.

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

+ Sub-rule (ii) substituted for-

"(ii) working knowledge of Hindi written in Devnagri Script and one of the Rajasthani dialects."

vide Notification No.F. 5(1) DOP/A-II/77/Pt.I, dated 30-1-1984.

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.

Those convicted of offences involving moral turpitude shall be required to produce a certificate 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, endorsed by the Inspector General of Prisons, to the effect that they have proved to be completely reformed by their disciplined life while in prison and by their subsequent good conduct in an 'After Care Home'.

13. Physical Fitness.- A candidate for direct recruitment to the Service, must be in good mental and bodily health and free from any mental and physical defect likely to interfere with the efficient performance of his duties as a member of 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 a 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.

14. Employment of irregular or improper means.-A candidate who is or has been declared by the Commission or the Appointing Authority, as the case may be, guilty of impersonation or of submitting fabricated document or documents which are incorrect or false or of suppressing material information or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or interview may, in addition to rendering himself liable to Criminal Prosecution, be debarred either permanently or for a specified period:-

(a) by the Commission or the Appointing Authority, as the case may be, from admission to any examination or appearance at any interview held by the Commission or the appointing Authority for selection of candidates, and

(b) by the Government from employment under the Government.

15. Canvassing.-No recommendation for recruitment either written or oral other than that required under the rules, shall be taken into

consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by any means, may disqualify him for recruitment by the Commission or the Appointing Authority, as the case may be.

PART IV

PROCEDURE FOR DIRECT RECRUITMENT

16. Inviting of applications.- Applications for direct recruitment to posts in the Service shall be invited by the Commission by advertising the vacancies to be filled in, in the Official Gazette or in such other manner, as may be deemed fit.

%17. "Authority for conducting the examination and syllabus.-

(1) The Competitive Examination for direct recruitment to the Service shall be conducted by the Commission in accordance with the syllabus prescribed in Schedule-II.

(2) Subject to the provisions of sub-rule (a), the Commission may hold a Combined Competitive Examination for direct recruitment to the Service and Rajasthan Subordinate Accounts Service. The candidate(s) shall be required to pay such examination fee/application fee as may be fixed by the Commission from time to time. There shall be only one application form for the Combined Competitive Examination.

(3) Any person may apply to be admitted as a candidate for appointment to posts in any one or more of the Services mentioned in the notice for which he is eligible. He shall state in the application the posts in the various Services he wishes to compete for and the order of his preference for such posts. The order of preference once exercised by a candidate shall not be changed."

18. Form of application.-The application shall be made on the form approved 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:

% Rule 17 substituted for:-

"17. Examination and syllabus for direct recruitment.- (1) When a post in the Service is to be filled in by direct recruitment a competitive examination for recruitment to such post shall be held by the Commission in accordance with the syllabus prescribed in Schedule-II.

(2) Subject to the provision of sub-rule (1) the Commission may, on a request from the Chairman, hold a combined competitive examination for direct recruitment to the posts in the Service."

vide Notification No.F. 2(11) DOP/A-II/79, dated 2-11-1982.

@ "Provided that the persons repatriated from Burma and Ceylon on or after 1-3-1963 and from East African countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of cost of Application Form prescribed by the Commission or the Appointing Authority, as the case may be, subject to the condition that the Commission or the Appointing Authority, as the case may be, is satisfied that such persons are not in a position to pay such fee."

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

@ Inserted vide Notification No.F. 1(20) Appts. A-II/67, dated 20-9-1975. Effective upto 28-2-1977.

\$ Rule 19 (1), (1A) and (2) substituted for:- "(1) No candidate shall be admitted to the Examination unless he holds a certificate of admission granted by the Commission. Before granting such certificate, the Commission shall satisfy themselves that the application has been made strictly in accordance with the provisions of these Rules:

Provided that the Commission may, at their discretion allow any bona fide mistake made in the filling of the prescribed form or presentation of the application to be rectified or any certificate or certificates not furnished with the application to be furnished in good time before the commencement of the examination.

(1A)"(i) The application received after the last date and without requisite fee will be rejected at the initial stage. The Commission shall permit rest of the candidates to appear in the examination provisionally. Before appearing at the examination, it should be ensured by the candidate himself, herself that he/she fulfils the conditions in regard to the age, educational qualifications number of chances, if any, etc. as provided in the Rules. Being allowed to take the examination shall not entitle the candidate to presumption of eligibility. The Commission shall scrutinise later on the applications of such candidates only as qualify in the written examination and shall call only the eligible candidates to viva voce.

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

(iii) No candidate shall be admitted to an examination unless he holds a certificate of admission to that examination granted by the Examination Authority."

(2) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final."

vide Notification No.F. 7(5) DOP/A-II/83, dated 21-7-1988.

Added 19(1-A) vide Notification No.F. 7(5) DOP/A-II/83, dated 24-1-1986.

candidate to presumption of eligibility. The Commission shall scrutinise later on the applications of such candidates only as qualify in the written examination and shall call only the eligible candidates to viva-voce, if any.

(2) The decision of the Commission as to the admission of a candidate to an examination, eligibility and consequent admission to viva voce, if any, shall be final."

20. Examination Fee.-(1) A candidate for direct recruitment to the Service shall pay the fee fixed by the Commission, in such manner, as may be indicated by them.

+ (2) "No claim for the refund of the examination fee shall be entertained nor the fee shall be held in reserve for any other examination except when the advertisement is cancelled by the Commission because of withdrawal of requisition by the Requisitioning Authority or for any other reason in which case the amount shall be refunded:

Provided that no claim for the refund of fee shall be entertained after a period of one month from the date of issue of the letter of refund by the Commission to the candidate."

(3) Notwithstanding anything contained in these Rules, the Commission may in exceptional cases or class of cases entertain a claim for the application fee including the examination fee, if any, after making such deduction as they consider proper in the circumstances of case.

@ "Provided that the persons repatriated from Burma and Ceylon on or after 1-3-1963 and from East African countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of cost of application form prescribed by the Commission or the Appointing Authority, as the case may be, subject to the condition that the Commission or the Appointing Authority, as the case may be, is satisfied that such persons are not in a position to pay such fee."

+ Sub-rule (2) of Rule 20 substituted for:-

"(2) No claim for the refund of the examination fee shall be entertained nor the fee shall be held in reserve for any other examination except when a candidate is not admitted to the examination by the Commission. In the latter case, the amount shall be deducted by Rs. 5/- before the refund is made."

vide Notification No.F. 5(25) DOP/A-II/80, dated 8-4-93.

@ Inserted vide Notification No.F. 1(20) Appts./A-II/67, dated 20-9-1975. Effective upto 28-2-1977.

+ 21. Qualifying marks at the Examination.- Candidates who have obtained minimum of 35% marks in each of the compulsory subjects and minimum of 40% marks in the aggregate in the Competitive Examination shall be considered to have obtained qualifying marks at the examination. The Commission may in its discretion award grace marks upto one in each of the compulsory papers and upto three in the aggregate:

Provided that grace marks awarded by the Commission shall not be added in the total marks for merit and shall be for the purpose of qualifying a person for recommendation by the Commission for appointment.

22. Recommendations of the Commission.-# Subject to the provisions of rule 7 the Commission shall prepare % "for each Service" a list of the candidates for appointment to the posts by direct recruitment arranged in the order of merit of the candidates as disclosed by the aggregate marks %% "obtained by each candidate in the Combined Competitive Examination" and forward the same to the Appointing Authority. If two or more such candidates obtain equal marks in the aggregate the Commission shall arrange their names in the order of merit on the basis of their general suitability for the Service:

Provided-

+ Rule 21 substituted for:-

"21. Personality and Viva voce Examination.- A candidate who has obtained a minimum of *35% marks in each of the compulsory subjects excluding English and a minimum of + +40% marks in the aggregate for the Competitive Examination in the written test, shall be considered to have obtained qualifying marks at the examination. The Commission may in its discretion award grace marks upto one in each of the compulsory papers and upto three in the aggregate. Such of the candidates who have obtained qualifying marks shall be called by the Commission for interview provided that grace marks given in compulsory subject, shall not be added in the total and shall be for purpose of qualifying a person for being called for interview. The Commission shall award marks to each candidate, interviewed by them.

In interviewing the candidates, besides awarding marks in respect of character, personality, address and physique, marks so awarded shall be added to the marks obtained in the written test by each such candidate.

vide Notification No.F. 2(11) DOP/A-II/79, dated 2-11-1982.

* Substituted for "40% marks in each of the compulsory subjects", vide Notification No.F. 1(332) REV/Gr.I/63, dated 17-12-1976.

+ + Substituted for "50% vide Noti. No.F. 1(332) REV/Gr.I/63, dated 17-12-76.

Deleted the figure "(1)" vide Notification No. F 2(11) DOP/A-II/79 dated 2-11-1982.

% Inserted vide Notification No.F. 2(11) DOP/A-II/79, dated 2-11-1982.

%% Substituted for "finally awarded to each candidate" vide Notification No.F. 2(11) DOP/A-II/79, dated 2-11-82.

#(a) "Deleted".

(b) that the Commission shall in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes recommend the names of such candidates upto the number of vacancies reserved for them from amongst those who have % "obtained minimum qualifying marks in the examination" qualified for interview, even if they fail to obtain the minimum marks in the aggregate.

(c) that the Commission shall to the extent of 50% of the advertised vacancies keep names of suitable candidates on the reserve list. The names of such candidates, shall, on requisition be recommended in the order of merit to the Appointing Authority within six months from the date on which the main list is forwarded by the Commission to the Appointing Authority.

+ 23. "Retotalling of marks."-(1) The Commission may order re-totalling of the marks obtained by a candidate during such period as may be decided by the Commission in their discretion on payment of such fee as may be fixed by the Commission from time to time but evaluation of the answer paper shall not be re-examined.

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

(3) If as a result of such rectification the Commission discovers that the candidate becomes eligible for selection, such fact shall be immediately and in any case not later than forty days from the announcement of the result reported to the Appointing Authority and to that extent the recommendation of the Commission made under rule 22 shall stand *pro tanto* modified.

Deleted proviso (a).

"(a) that the Commission shall not recommend any candidate who has failed to obtain a minimum of @45% marks in the aggregate."
vide Notification No.F. 2(11) DOP/A-II/79, dated 2-11-82.

@ Substituted for "50%" vide Notification No.F. 1(332) REV/Gr.I/63, dated 17-12-1976.

% Substituted for "qualified for interview, even if they fail to obtain the minimum marks in the aggregate." vide Notification No.F. 2(11) DOP/A-II/79, dated 2-11-1982.

+ Rule 23(1) and 23(2) substituted for:-

"23. Re-checking of the marks."-(1) The Commission may order for scrutiny and re-totalling of the marks obtained by a candidate on payment of fee of "Rs. 5/- per paper" within 20 days of the announcement of the results.

(2) The Commission may take steps to rectify such mistakes as are detected on scrutiny, re-checking and re-totalling of the marks in pursuance of the provisions of sub-rule (1)."

vide Notification No.F. 7(5) DOP/A-II/83, dated 20-1-1993.

* Substituted for "Rs. 5/-" vide Notification No.F. 5(25) DOP/A-II/80, dated 30-5-1985.

24. Medical Examination Fee.-Candidates, who are required to appear before a Medical Board, shall pay to the President of the Medical Board a non-refundable fee of Rs. 16/- or Rs. 8/- if they are members of the Scheduled Castes and the Scheduled Tribes, before the Medical examination is held.

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

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

@ (3) "Deleted."

x(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).

\$ "26. Selection by Appointing Authority.-(1) Subject to the provisions

@ "(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.

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

(ii) For claiming exemption under the proviso to this sub-rule, the candidate shall have to produce a certificate either from 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." Deleted vide Notification No.F. 7(3) DOP/A-II/76, dated 15-2-1977.

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

\$ Rule 26 substituted for:-

"26. Selection by Appointing Authority.-Subject to the provisions of rule 7 the Appointing Authority shall select candidates who stand highest in the order of merit in the list prepared by the Commission under rule 22:

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

vide Notification No.F. 2(11) DOP/A-II/79, dated 2-11-1982.

of rule 7, 7A and 7B", the Appointing Authority shall select candidates who stand highest in the order of merit in the list prepared by the Commission under Rule 22 strictly in accordance with the order of preference given by the candidates in their application forms for different Services/Posts:

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

(2) In case a person, selected under sub-rule (1) above and appointed to a post/Service concerned in accordance with the relevant Service Rules against the vacancy of a particular year for which the Combined Competitive Examination was conducted by the Commission in accordance with these Rules, has resigned or expired in any subsequent year, in that event the said vacancy shall be treated as a fresh vacancy."

PART V

PROCEDURE FOR RECRUITMENT BY PROMOTION

27. Eligibility and Criteria for Selection.-(1) Selection to the posts required to be filled in by promotion as mentioned in the Schedule I shall be made strictly on the basis of merit and on the basis of seniority-cum-merit in the proportion of 1 : 2.

Provided that if the Departmental Promotion 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.

(2) The persons enumerated in Column 5 of the Schedule shall be eligible for promotion to post 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.

@ "Explanation :- In case direct recruitment to a post has been made earlier than regular selection for promotion in a particular year,

£ Substituted for the expression "7 # & 7A" vide Notification No. F.7(2) DOP/A-II/88 dated 22-1-1997.

Inserted vide Notification No. F 7(2) DOP/A-II/93 dated 24-5-1994 w.e.f. 28-9-1993.

@ Added vide Notification No.F. 7(1) DOP/A-II/75, dated 20-9-1975.

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."

(3) No person shall be considered for promotion unless he is substantively appointed and confirmed on the next lower post. If no person substantive in next lower post is eligible for promotion, persons 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.

28. Procedure for appointment by promotion.-(1) As soon as the Appointing Authority determines the number of vacancies under Rule 9 and decides that a certain number of posts are required to be filled by promotion, it shall prepare a correct and complete list containing names upto five times the number of vacancies out of the senior most persons who are qualified under these Rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

(2) For the first promotion within the Service against the merit quota, only such of the persons shall, unless longer period is prescribed elsewhere in these Rules, be eligible who have put in at least six years service on the first day of the month of April of the year of selection on the post from which promotion is to be made.

+ "(3) For consideration of cases of promotion, the Committee shall consist of:-

- | | |
|--|----------|
| (i) a Member of the Board
nominated by the Chairman | Chairman |
|--|----------|

+ Sub-rule (3) of Rule 28 substituted for:-

"(3) A Committee consisting of the Chairman and if the Chairman is unable to attend, any member of the Board nominated by him, as Chairman, Secretary to the Government in the Revenue Department, Special Secretary to the Government in the Department of Personnel or his representative not below the rank of Deputy Secretary as members and the Senior Accounts Officer, Board of Revenue as Member-Secretary shall consider the cases of all persons included in the list referred to in sub-rule (1) interviewing such of them as it may deem necessary and shall prepare separate lists containing names of suitable candidates to be promoted on the basis of seniority-cum-merit and merit respectively upto one and a half times the number of posts to be filled in on the respective basis."

vide Notification No.F. 2(1) DOP/A-II/83, dated 15-6-1983.

- (ii) an Officer of the Revenue Department, not below the rank of Deputy Secretary, nominated by Revenue Secretary Member
- (iii) a representative of the Department of Personnel, not below the rank of Deputy Secretary Member
- (iv) the Additional Registrar (Finance and Accounts) of the Board Member-Secretary.

% "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 the Member or Member-Secretary, as the case may be, of the Committee."

(4) The Committee shall prepare a separate list containing names of persons who may be selected on the basis of seniority-cum-merit to fill officiating vacancies already existing or likely to occur till the next meeting of the Committee:-

(a) the list so prepared shall be revised and reviewed every year:

(b) the list shall ordinarily be in force until it is reviewed or revised in accordance with clause (a) of sub-rule (4):

(5) The names of the candidates selected on the basis of seniority-cum-merit and merit shall be arranged in their respective lists in order of seniority.

(6) The two lists prepared by the Committee shall be sent by it to the Appointing Authority.

(7) The names of the persons included in the two lists finally approved by the Appointing Authority shall be rearranged in a list in order of seniority.

(8) Appointment shall be made by the Appointing Authority taking persons out of the lists finally approved in the order in which they have been placed in the list till such lists are exhausted.

(9) For purpose of determining the actual number of vacancies to be filled in on either basis, the following cyclic order shall be followed:-

The first one by merit;

The next two by seniority-cum-merit;

The next one by merit;

The next two by seniority-cum-merit;

The Cycle to be repeated.

% Added vide Notification No.F. 7(5) DOP/A-II/78, dated 21-12-1978 w.e.f 7-3-1978.

+ 28A.- 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.

(2) The persons enumerated in Column 5 or the relevant Column regarding "post from which promotion is to be made", as the case

+ Substituted for "28A :- 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, shall be made solely on the basis of seniority-cum-merit from amongst the persons who have passed the qualifying examination, if any, prescribed under these Rules, and have put in atleast five years' service, unless a different period is prescribed elsewhere in these Rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made:

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

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

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

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

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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 suitable for promotion on the basis of merit alone.

Explanation.— If any doubt arises about the categorisation 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.

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

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

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

(8) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules, interviewing such of them as it may deem necessary and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next twelve months after the determination of vacancies. The Committee shall also prepare a separate list containing names of persons % "equal to 50% of the persons selected in the aforesaid list or select one more person if the number of vacancies is one only," who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the Committee, on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is so reviewed and revised.

The lists so prepared on the basis of merit shall be arranged in order of preference and the list prepared on the basis of seniority-cum-merit shall be arranged in order of seniority on the category of post from which selection has been made. Such lists shall be sent to 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.

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.

% Inserted vide Notification No.F. 7(6)DOP/A-II/76, dated 11-6-1976.

(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.

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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 the lowest post in the Service. After first promotion in the Service, for subsequent promotions to higher posts in the Service, a person shall be eligible if he has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under any Service Rules promulgated under proviso to Article 309 of the Constitution of India."

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

+ (11-A) Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons or 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.

+ Inserted vide Notification No.F. 10(1) Karmik/K-II/75-I, dated 5-3-1976, w.e.f. 1-11-1976.

@ (12) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these Rules." vide Notification No. F7 (10) DOP/(A-II)/77, dated 7-3-1978 (Effective from the date of publication in the Rajasthan Rajpatra)

@ Inserted vide Notification No. F. 7 (6) DOP/(A-II)/75, dated 30-11-1975.

\$ Substituted for :- "(3) No person shall be considered for promotion unless he is substantively appointed and confirmed. If no person substantive in the next lower post is eligible for promotion, persons who have been appointed on such posts on officiating basis after selection in accordance with one of the methods of recruitment or under any Service Rules promulgated under proviso to Article 309 of the Constitution of India, may be considered for promotion on officiating basis only in the order of seniority in which they would have, had they been substantive on the said lower post."

vide Notification No. F. 7 (8) DOP/A-II/78, dated 20-7-1979.

+ "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 fulfil 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.

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

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

(5) Subject to the provisions of sub-rule (7), selection for promotion from the lowest post or category of post in the State Service to the next higher post or category of post in the State Service and for all posts in the Subordinate Service 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:

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 fulfil the qualifications and other conditions for promotion prescribed elsewhere in these Rules, and are found otherwise suitable for promotion on the basis of seniority-cum-merit.

+ Added vide Notification No. F. 7 (8) DOP/A-II/78, dated 13-5-1980.

(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 on 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.

(7) Selection for promotion to the highest post or highest categories of posts in the State Service shall always be made on the basis of merit alone.

@(8) "Deleted."

Explanation :- If any doubt arises about the categorisation 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.

+ + (9) "The Zone of consideration of persons eligible for promotion shall be as under :-"

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

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

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

vide Notification No.F. 7(6) DOP/A-II/75, dated 15-7-1992.

+ + Sub-rule (9) substituted for :-

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

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

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

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

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

Contd....

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

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

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

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

(c) if promotion is from different categories of posts carrying different pay scales, eligible persons in the higher pay scale shall

Contd.....

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

vide Notification No. F. 7 (1) DOP/A-II/81, dated 6-7-1983 + "w.e.f. 1-4-1984".

+ Added vide Notification No. F7(1) DOP/A-II/81 dated 10-5-84.

£ Clause (i) of sub-rule (9) of Rule 28-A 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 atleast 20 eligible persons to be considered. |
| (c) Above 10 vacancies | 2 times, but atleast 30 eligible persons to be considered. |

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

be considered for promotion first and if no suitable person is available for promotion on the basis of merit in the higher pay scale then only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all."

(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.

+ "(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

+ Sub rule, (11) substituted for :-

"(11) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules, % "interviewing such of them as they may deem necessary" and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next twelve months after the determination of vacancies. The Committee shall also prepare a separate list containing the names of persons equal to 50% of the persons selected in the aforesaid list or select one more person if the number of vacancies is one only, who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the Committee, on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is so reviewed and revised. The lists so prepared on the basis of merit and on the basis 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 19-2-1982 w.e.f. 1-4-1981.

% Inserted vide Notification No. F. 11 (1) DOP/A-II/77, dated 20-3-80.

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 as the case may be, 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 Records of all the candidates included in the lists as also of those not selected, if any."

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.

% "(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

% Sub rule (11-A) substituted for :-

£ "(11-A) If in any subsequent year, after promulgation of these Rules, vacancies relating to any earlier year are determined under sub-rule (3) of rule mentioned in column 3 of the Schedule which are required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate, irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotions shall be governed by the 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.

£ Added vide Notification No. F. 5 (3) DOP/A-II/71, dated 6-10-1979.

required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotions shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate, and the service/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which he would have derived at the time of his promotion but no arrears of pay shall be allowed to him."

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

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

✓ (13) The Commission shall consider the lists prepared by the Committee alongwith other relevant documents received from the Appointing Authority and, unless any change is considered necessary, shall approve the lists. In case the Commission consider it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the 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

\$ Added vide Notification No. F. 7 (1) DOP/A-II/86, dated 14-6-1988.

subordinate to the Government, the lists approved by the Commission shall be disturbed only with the approval of the Government.

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

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

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

% 28AA - "Restriction on promotion of persons foregoing promotions:- In case of a person, on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental Promotion Committee, foregoes such an appointment, he shall be considered again for appointment by promotion only after a period of one year (both on the basis of urgent temporary appointment or on regular basis, on the recommendations of the Departmental Promotion Committee)."

£ 28 B - Notwithstanding anything contained in these Rules, a person belonging to the Scheduled Caste or the Scheduled Tribe promoted to higher post in the Service may be posted by the Appointing Authority in a District or Zone or Range or Division, other than his Home District or Zone or Range or Division.

Provided that :

(i) for purpose of promotion to higher post, for the persons belonging to Scheduled Caste/Scheduled Tribe, subject to provisions contained in rule relating to 'Seniority' the inter-se-seniority on lower post shall be determined at State Level ;

(ii) in case a person belonging to Scheduled Caste/Scheduled Tribe is promoted on higher post and posted by the Appointing Authority against a vacancy available in District or Zone or Range or Division, other than the Home District or Zone or Range or Division,

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

£ Added vide Notification No. F. 7(2) DOP/A-II/80 dated 30-8-1983.

he shall be eligible for transfer to his Home District or zone or Range or Division, only when he has served for a period of not less than five years in the District or Zone or Range or Division, in which he has been posted on promotion to higher post;

(iii) in case a person belonging to Scheduled Castes/Scheduled Tribes, does not want his promotion in another district or Zone or Range or Division, in that event a chance shall be extended for promotion to higher post by the Appointing Authority to the next junior persons;

(iv) in case if in a District or Zone or Range or Division, the persons belonging to the Scheduled Castes/Scheduled Tribes, are not available for promotion to higher post against reserved vacancies, in that event such reserved vacancies shall be filled in from amongst the persons belonging to the Scheduled Castes or the Scheduled Tribes, available in another District or Zone or Range or Division."

PART VI

APPOINTMENT, PROBATION AND CONFIRMATION

29. **Appointments to the Service.**- Appointment to the posts in the Service by direct recruitment or by promotion, as the case may be, shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under Rule 22 in order of merit and by promotion from the persons selected under Rule 28 in accordance with these Rules.

+ 29A. "Appointment of screened persons.-Appointment to posts in the Service shall be made by the Appointing Authority from amongst the persons adjudged suitable under Rule 6 of these Rules."

30. **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 Appointing Authority, by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Service, where such direct recruitment has been provided under the provisions of these Rules:

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

+ Inserted vide Notification No.F. 7(1) DOP/A-II/75, dated 23-9- 1975.

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

*31. “Seniority of persons appointed to the lowest post of the Service or lowest categories of posts in each of the Group/Section of the Service, as the case may be, shall be determined from the date of confirmation of such persons to the said post but in respect of persons appointed by promotion to other higher posts in the Service or other higher categories of posts in each of the Group/Section in the Service, as the case may be, shall be determined from the date of their regular selection to such posts.”

Provided-

(1) seniority of the persons appointed to a post in the Service before the commencement of these Rules and/or in the process of integration of the Service of the Pre-reorganisation of States of Rajasthan or the Services of the new State of Rajasthan established by the States Re-organisation Act, 1956, shall be determined, modified or altered by the Appointing Authority on such principle as may be determined by the Government.

(2) that two or more persons were appointed to a post in the same year, a person appointed by promotion shall be senior to the person appointed by the direct recruitment.

(3) that the seniority *inter-se* of persons appointed to a post by direct recruitment on the basis of one and the same selection, except those who do not join the Service when post is offered to them within a period of two months from the date of issue of order or longer if extended by the Appointing Authority, shall follow the order in which their names have been placed in the list prepared under Rule 22;

@ Inserted vide Notification No.F. 7(7) DOP/A-II/75, dated 31-10- 1975. Effective from 3-7-1975.

* Rule 31 substituted for:-

+ 31. “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 20-7-1979.

+ Substituted for Rule “31.-Seniority.- “Seniority of persons appointed to posts in the Service shall be determined by the year of substantive appointment to the Service.”

vide Notification No.F. 7(6) Karmik/Ka-II/73, dated 15-11-1976.

@ (4) “that the persons selected and appointed as a result of a selection, which is not subject to review and revision, shall rank senior to the persons who are selected and appointed as a result of subsequent selection. Seniority *inter se* of persons selected on the basis of seniority-cum-merit and on the basis of merit in the same selection shall be the same as in the next below grade;

(5) that subject to the provisions of these Rules, seniority of persons who were appointed on a temporary post which was to continue for a period of more than one year and who are substantively appointed subsequently on such posts becoming permanent, shall be determined on the basis as if such posts had become permanent during the same year in which they were temporarily appointed.

+ + (6) “Deleted.”

* (7) “Deleted.”

\$ “8. 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.”

32. “Period of probation.-

“(1) All persons appointed to the Service by direct recruitment

@ Substituted for (4).- “that the persons selected and appointed as a result of a selection which is not subject to review and revision, shall rank 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 in the next below grade, except in case of continued officiation on higher posts when it shall be in accordance with the length of continued officiation, provided that such officiation was not *ad hoc* or fortuitous;” vide Notification No.F. 7(10) DOP/A-II/77, dated 17-6-1978.

Deleted

(6) that the persons appointed on the basis seniority-cum-merit and merit in a particular year, persons appointed by seniority- cum-merit shall rank senior to those appointed on the basis of merit.”

vide Notification No.F. 7(6) DOP/A-II/75-II, dated 31-10- 1975.

* Deleted

“(7) 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 17-6- 1978.

\$ Added vide Noti. No. F. 7 (1) DOP/A-II/96 dated 1-4-1997.

+ Sub-rule (1) of Rule 32 substituted for:- “(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 post against such a vacancy shall be on probation for a period of one year;”

vide Notification No.F. 1(35) DOP/A-II/74, dated 9-4-1979.

** Inserted vide Notification No.F. 1(35) Karmik (Ka-II)/74, dated 3-8-1977.

£ Substituted rule 32 for:-

Contd...

against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the Service by Promotion/Special Selection against 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 **"/special selection" or by direct recruitment against a substantive vacancy, officiated temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their preference in respective quota or reservation in recruitment.

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

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

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

Contd...

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

Provided that such of them as have previous to their appointment by promotion, officiated temporarily on a post encadred in the officiating temporary service may be permitted by the Appointing Authority to count such officiating temporary service towards the period of probation upto a maximum period of six months:

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

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

Explanation.-In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end one day earlier on the date immediately preceding the date of his death or retirement from Government Service. The condition of passing the Departmental Examinations in rule regarding confirmation shall be deemed to have been waived in case of death or retirement." vide Notification No.F. 1(35) Karmik/Ka-II/74, dated 4-5-1977.

** Inserted vide Notification No. F1(35) Karmik (Ka-II)/74 dated 3-8-1977.

@33(a). "Confirmation in certain cases.-(1) Notwithstanding anything to the contrary contained in the preceding rule a person appointed to a post in the Service temporarily or on officiating basis who, after regular recruitment by any one of the methods of recruitment

@ Substituted for:-

"33. (a) Notwithstanding anything contained in Rule 32, if no order of confirmation is issued by the Appointing Authority within a period of six months, an employee appointed on temporary or officiating basis who has, after the date of his regular recruitment by either method of recruitment completed a period of two years' service, or less in the case of those appointed by promotion where the period of probation prescribed is less, on the post or a higher post under the same Appointing Authority or would have so worked but for his deputation or 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 confirmation of a probationer are fulfilled subject to the quota prescribed under the Rules and in accordance with his seniority:

Provided that if the employee has failed to give satisfaction or has not fulfilled any of the conditions prescribed for confirmation, such as passing of Departmental Examination, Training or promotion cadre course etc., the aforesaid period may be extended as prescribed for probation or under the Rajasthan Civil Services Departmental Examination Rules, 1959 and any another Rules, or by one year, whichever is longer. If the employee still fails to fulfil the prescribed conditions or fails to give satisfaction, he will be liable to be discharged from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled:

Provided further that no person shall be debarred from confirmation after the said period of service if no reasons to the 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 Confidential Report 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 the Service Rules promulgated under proviso to Article 309 of the Constitution of India or for posts for which no Service Rules exist, if the posts are within the purview of Rajasthan Public Service Commission, recruitment in consultation with them but it shall not include an urgent temporary appointment, ad hoc appointment or officiating promotion against temporary or lien vacancies which are liable to be reviewed and revised from year to year. In case where the Service Rules, specifically permit appointment by transfer, such appointment shall be treated regular recruitment if the appointment to the post from which the official was transferred was after regular recruitment. Persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited.

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

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

prescribed under these Rules, has not been confirmed, within a period of six months on completion of a period of two years' service in case he is appointed by direct recruitment or within a period of one year's service in case he is appointed by promotion, shall be entitled to be treated as confirmed in accordance with his seniority, if:-

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

(ii) he fulfills conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these Rules; and

(iii) permanent vacancy is available in the department.

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

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

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

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

(a) appointment by either method of recruitment or on initial constitution of Service in accordance with the Rules made under the proviso to Article 309 of the Constitution of India;

(b) appointment to the posts for which no Service Rules exists, if the posts are within the purview of the Commission, recruitment in consultation with them;

(c) appointment by transfer after regular recruitment where the Service Rules specifically permit;

(d) persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited;

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

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

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

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

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

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

* Substituted for:

"34. Unsatisfactory progress during probation.-(1) If it appears to the Appointing Authority, at any time during or at the end of the period of probation, that a member of the Service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment provided he holds a lien thereon or in other cases may discharge 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, vide Notification No.F. 1(35) Karmik/Ka-II/74, dated 4-5-77.

@ Added vide Notification No.F. 9(6) DOP/A-II/77, dated 26-10-77. Effective from 1-1-1973.

(3) A probationer reverted or discharged from service during or at the end of the period of probation under sub-rule (1) shall not be entitled to any compensation."

35. Confirmation.-(1) A probationer shall be confirmed in his appointment at the end of his period of probation if:-

(a) he has successfully undergone training as specified in Schedule-III.

(b) he has passed the departmental examination, if so required;

(c) he has passed the departmental test of proficiency in Hindi; and

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

PART VII-Pay

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

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

38. Criteria for crossing an Efficiency Bar.-No member of the Service shall be allowed to cross an Efficiency Bar unless in the opinion of the Appointing Authority, he has worked satisfactorily and his integrity is unquestionable.

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

1. The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950 as amended from time to time;

2. The Rajasthan Service Rules, 1951 as amended from time to time;

3. The Rajasthan Civil Services (Rationalisation of Pay Scales) Rules, 1956 as amended from time to time;

4. The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended from time to time.

5. The Rajasthan Civil Services (Revised Pay Scales) Rules, 1961, as amended from time to time;

6. The Rajasthan Civil Services (New Pay Scale) Rules, 1969, as amended from time to time;

7. The Rajasthan Travelling Allowance Rules, 1971, as amended from time to time; and

8. Any other Rules prescribing general conditions of Service made by the appropriate authority, under the proviso to Article 309 of the Constitution of India, and for the time being in force.

40. Removal of Doubts.- If any doubt arises relating to the application, interpretation and scope of these Rules, it shall be referred to the Government in the Department of Personnel whose decision thereon shall be final.

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

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

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

@ Rule 42 added vide Notification No. F. 11 (2) DOP/A-II/75, dated 27-12-78

+ Substituted for the expression in Rule 'Department of Personnel and Administrative Reforms, (Department of Personnel-A-Group- II).'
vide Notification No.F. 11(2) DOP/A-II/75, dated 18-8-82.

%“SCHEDULE-II

Revised Scheme of Papers for The Combined
Competitive Examination for Accountant, Junior
Accountant And Tehsil Revenue Accountant.

Compulsory Papers	Marks	Duration
(a) English & Hindi	100	Three hours
(b) General knowledge and Every day Science.	100	Three hours
(c) + “Mathematics”	100	Three hours

% Schedule-II substituted for:-

SCHEDULE-II

[Rule-16(1)]

Syllabus for examination for direct recruitment to the Rajasthan Subordinate Revenue Service.

I-COMPULSORY

MARKS

Paper-I	English	75
Paper-II	Hindi	75
Paper-III	General Knowledge and Everyday Science	75
Paper-IV	Arithmetic	75

II-OPTIONAL:- A candidate must take two of the following Subjects :-

Paper-I

- (a) G.F. & A.R. Chapters 1, 2, 3, 4, 5, 6, 14, *and 17 (Article 353 to 414).
(b) T.A. Rules (Rajasthan) 100

Paper-II

- (a) R.S.R. (Chapters II, III, IV, X, XI and XII to XXVI)
(b) Budget Manual (Chapters I, II, III, IV, XI and XII) 100

Paper-III

- (a) Rajasthan Land Revenue Act, 1956,
(b) Rajasthan Tenancy Act, 1955 (Chapter IX and X). 100

Paper-IV

- (a) Rajasthan Agricultural Loans (Taccavi) Rules, 1958.
(b) Rajasthan Revenue (Land Records) Rules, 1957.
(c) District Manual (Chapter-VI) 100

Paper-V

- Indian Economics 100

+ Substituted for : “Arithmetics” vide Notification No.F. 2(5) DOP/A-II/88, dated 31-7-1993.

Contd.....

* Inserted vide Notification No.F. 1(43) Appts./A-II/63, dated 24- 7-1976.

SCHEDULE-I

S. No.	Name of Post	Source of recruitment with percentage	Qualifications for direct recruitment	Post from which appointment by promotion is to be made	Minimum experience and qualification required for promotion
1	2	3	4	5	6
1.	Inspector Revenue Ac-counts	100% by promotion	-	District Revenue Ac-countant	3 years' experience as District Revenue Ac-countant.
2.	District Revenue Ac-countant	100% by promotion	-	Tehsil Revenue Accountant	5 years' experience as Tehsil Accountant.
3.	Tehsil Revenue Ac-countant	100% by direct recruitment	A candidate for direct recruitment must hold a degree in Arts, Science, Commerce or Agriculture of a University established by law in India or of a Foreign University declared by the Government in consultation with the Commission to be equivalent of a degree of a University established by law in India.		

Note:- For the purpose of this rule a degree in Arts or Science does not include a degree in Medicine, Engineering and Technology.

Optional Papers	Marks	100 each	Duration
			Three hours

1. Book Keeping and Advanced Accountancy.
2. Indian Economics and Business Methods.
3. Auditing
4. Elements of Cost Accounting.
5. R.S.R. (Chapters II, III, IV, X, XI and XII to XXVI) and T.A. Rules.
6. G.F. & A.R. (Chapters 1, 2, 3, 4, 5, 6, 14 & 17).
(Article 353 to 414) and Budget Manual (Chapters I, II, III, IV, XI and XII).
7. (a) Rajasthan Local Fund Audit Rules.
(b) Rajasthan Panchayat Samitis and Zila Parishad Rules.
(c) Rajasthan Panchayat Samitis Loan Rules.
(d) Rajasthan Panchayat General Rules.
8. (a) Rajasthan Land Revenue Act, 1956.
(b) Rajasthan Tenancy Act, 1955 (Chapter IX & X).
9. (a) Rajasthan Agriculture Loan (Taccavi) Rules, 1957.
(b) Rajasthan Land Revenue (Land Records) Rules, 1957.
(c) District Manual including Revenue Accounts Manual, 1972.

Note:-A candidate shall be free to choose any three papers as optional but those who opt for the post of Tehsil Revenue Accountant shall have to offer at least one of the papers from those mentioned at serial numbers 8 and 9.

STANDARD :-

- x"1. The Compulsory Papers shall be of Senior Secondary Standard except for Mathematics which shall be of Secondary Standard."
2. The optional papers shall be of Degree standard."

Contd.....

Paper-VI

Book Keeping & Accountancy	100
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III-VIVA VOCE	100
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Note:-(1) Paper V & VI shall be of B.Com. Standard. Other papers shall be of the same standard as is generally prescribed for Departmental Examination except the compulsory subjects which shall be of the standard of Higher Secondary Examination of the Board of Higher Secondary Education, Rajasthan.

(2) Each paper will be of 3 hours duration.

(3) In addition to the knowledge of the rules, proficiency in their application is also expected. Books will not be allowed to be taken in the examination hall.

(4) With regard to the Rajasthan Budget Manual candidates will be expected to be familiar with the Accounts heads and their arrangements in the budget of the Rajasthan Government for the year in which the Examination is held.

X Substituted for:- The compulsory papers shall be of Higher Secondary standard. vide Notification No.F. 2(5) DOP/A-II/88, dated 31-7-1993.

Qualifying marks.-Minimum 35% marks in each of the compulsory papers and 40% marks in the aggregate. There would be no viva voce test."

SCHEDULE-III

Programme of Training- for promotees and Direct Recruits

Training:-

- | | |
|---|----------|
| 1. Revenue Training School, Tonk | 10 Weeks |
| 2. Practical Training in Tehsil including Patwar Accounts. | 2 Weeks. |
| 3. Practical Training- District Level Reconciliation of Receipt. Preparation of District D.C.B. Statement and Budget. | 1 Week |
| 4. Practical Training- Settlement Officer- Assessment of Rent. | 1 Week |
| 5. Revenue Training School, Tonk | |
| (a) Preparation and undertaking of departmental examination. | |
| (b) Departmental examination | 2 Weeks. |

At the end of training there will be an examination. The questions will be of practical nature to ensure that the candidates have acquired a good grasp in the practical work in the Revenue Accounts and know the application and interpretation of Revenue Accounts Rules Books will be allowed at the examination.

[No.F. 1(43) Appts. (A-II)/63]

By Order and in the name of the Governor,

T.V. RAMANAN

Special Secretary to the Government