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DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(DEPARTMENT OF PERSONNEL 'A' Gr. II)

[No. F. 2 (1) DOP/(A-II)/75.]

Jaipur. April 28, 1981.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan makes the following rules regulating the recruitment to posts in, and the conditions of Service of persons appointed to the Rajasthan @ Legal State & Subordinate Service.

THE RAJASTHAN LEGAL STATE AND SUBORDINATE SERVICE RULES, 1981

PART-I

General

1. Short title and commencement.-
 - (i) These Rules may be called the Rajasthan Legal State And Subordinate Service Rules, 1981.
 - (ii) They shall come into force from the date of their publication in the Rajasthan Rajpatra.

2. Definitions.- In these rules unless the context otherwise requires,-
 - ^x(a) Appointing Authority in respect of State Service or post means the Government and in respect of Subordinate Service or post means the Secretary to Government, Law Department, Rajasthan;

@ Substitute an insert vide DOP notification no. F. 1(25) DOP/A-II/73 date 27-8-81

x "Appointing authority" means the Government of Rajasthan

- (b) "Commission" means the Rajasthan Public Service Commission;
- (c) "Committee" means a Committee constituted under rule 28;
- (d) "Direct Recruitment" means recruitment made in accordance with the procedure as prescribed in Part IV of these Rules;
- (e) "Government" and "State" means respectively the Government of Rajasthan and the State of Rajasthan;
- ⁺⁺(f) "Member of the Service" means a person appointed to a post in the Service on the basis of regular selection under the provisions of these rules or under the rules or orders superseded by these rules;
- ^x(g) "Service" means the Rajasthan Legal State Service and Subordinate Service as the case may be;
- (h) "Schedule" means the Schedule appended to these rules;
- (i) "Substantive Appointment" means an appointment made under the provisions of these rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period;

⁺⁺ Substituted vide note nof.7(1) DOP/A-II/96 Date 10-10-02

Member of the Service means a person appointed in a substantive capacity to a post in the service under the provisions of these rules or the rules or orders superseded by these rules 36 and include probationer ;

^x "Service" means the Rajasthan legal Service;

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

@(j) "Service' or" Experience" wherever prescribed in these rules as a condition for promotion from one Service to another or within the Service from one category to another or to senior posts in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection

⁺ Substituted the word "will" vide no.F. 1(6) DOP/A-II/84 date 22-2-86

@ Substituted vide Notification No. F.6 (2) DOP/A-II/71 date 29-8-82

"Service" or Experience" Wherever prescribed in these Rules as a condition for promotion it in the Service from one from one category to another or to senior posts in the cases of persons holding such posts in substantive capacitive 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 and ad-hoc appointment if such appointment is in the regular line of promotion and was not of stop gap or fortuitous neuter or invalid under any law and does not involve super session of any senior official except when such super session was either due to want of prescribed academic and other qualifications unfaiths or the default of the senior official concerned or when such an-hoc or urgent temporary appointment with seniority cum merit

note:- A absence during service e.g training and deputation etc which are treaded as duty under the Rajasthan service Rules 1951 shall also be counted as service for computing minimum experience or service required for promotion

in accordance with rules promulgated under proviso to Article 309 of the Constitution of India;

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

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

PART-II

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4. Composition and Strength of the service.-

- (1) The nature of posts included in each category of service shall be as specified in column 2 of Schedule 1.
- (2) The strength of posts in each categories of post in the service shall be such as may be determined by the Government from time to time:

Provided that government may -

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

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

- (a) all persons holding substantively the posts specified in schedule;
- (b) all persons recruited to the posts included in the service before the commencement of these rules; and
- (c) all persons recruited to the Service in accordance with the provisions of the Rajasthan Secretariat Service Rules, 1954 and are working on any post included in scheduled except urgent temporary appointment.

Provided that the persons recruited in accordance the provisions of the Rajasthan secretariat service Rules 1954 shall have to give an option for the service within a period of 30 days from the date of publication of this nomination in the official gazette and in case of their failure to do so within the specified period it shall be deemed that they have opted for the service.

- (2) All persons recruited to the Service in accordance with the provisions of these rules and the Rajasthan Legal Subordinate to service rules 1976 except urgent appointment under rule 30.

^s Subtuted vide notification no.F. 1(25) Karmik /K-II/73 date 30-6-83

- (a) all person substantively one posts specified in schedule-I on the date of commencement on these rules;
- (b) All person recur to the post conclude in the service the commencement of these rules;and
- (c) all persons recruited to the service in accordance with the previsions of these rules and in accordance with the Rajasthan secretariat service Rules 1954 and rajasthan legal urinate service rules 1976 except urgent temporary appointment under rules 30.

PART-III
Recruitment

Methods of Recruitment.- (1) Subject to the provisions hereinafter contained in these rules recruitment or appointment to post in the Service shall be made by the following methods in the proportion as in Column 3 of the Schedule:-

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

provided that

- (i) if the Appointing Authority is satisfied, in consultation with the Commission, where necessary, that suitable persons are not available for appointment by either methods of recruitment in a particular year, appointment by the other method in relaxation of the prescribed proportion, may be made in the same manner as specified in these rules.
- (ii) nothing in these rules shall preclude the Appointing authority from appointing officers, who were immediately before 1-11-1956 in the employment of reorganization of States of Ajmer, Bombay and Madhya Bharat to suitable posts in Schedule in accordance with the directions governing the integration of their services;
- (iii) that if the Appointing Authority is satisfied in consultation with the commission that no suitable person is available for promotion to the posts of Deputy Legal Remembrancer/ Assistant Legal Draftsman/ Assistant Legal Remembrancer, these posts may be filled in temporarily till the members of this service becomes eligible for promotion from amongst the members of other services viz. the Rajasthan Judicial Service or the Rajasthan Higher Judicial Services; and

- (iv) the persons not covered by rule 5, who were appointed to posts included in schedule in ad-hoc officiating/urgent temporary basis continuously for a period to not less than six months on 31-12-1976 and were working as such or on higher posts or would have held any of these posts but for their deputation elsewhere, on the date these rules came into force shall be screened by a Committee referred to in rule 24 for adjudging their suitability on the posts held provided in the rules rather for direct recruitment or for promotion or the prescribed qualifications on the basis of which the persons were selected for ad-hoc/officiating/ urgent temporary appointment. this provided shall be subject to the following conditions viz:-
- (a) Provided that a persons appointed on ad-hoc basis shall not be entitled to screening for a post higher than to which he was initially appointed, if a person senior to him on lower post who fulfilled qualifications prescribed for the post was either not given such ad-hoc appointment or is not entitled to screening under this rule. Seniority for this purpose shall be determined according to length of continuous service on a post ; and
- (b) Provided further that the Committee appointed under this rules for adjudging suitability by screening either as an exception of general methods of recruitment or as initial constitution of Service may ex-gratia recommend, if any of the employees with more than three years of service on a post for which he is to be screened, is not adjudged suitable and if, thereafter has no right to be appointed on lower post, for such lowered posts being offered to him by absorption and thereupon such an employee shall be treated as surplus 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.
- (v) The persons who have been continuously holding post of legal Assistant on ab-hoc/officiating/urgent temporary basis since 30-7-85 or earlier and are still working in such capacity on the date this amendment comes into force, shall

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be screened by committee of *Legal Remembrancer and Secretary to the Government in the department of Personals and Deputy Secretary to Government in the Department of Law & Legal Affairs as member-secretary for adjudging their suitability on the posts held, provided they possess the requisite qualifications prescribed for direct recruitment. The seniority inter se of these persons shall be determined by the committees on the basis of the length of continuous service on the post of Legal Assistant in such capacity;

Note:-The provisions of screening shall be treated to be the first step for recruitment and after exhausting the vacancies required for the persons eligible for screened to the service shall be made by direct recruitment and promotion, as the case may be.

2. Notwithstanding anything contained in these rules, the recruitment, appointment, promotion, seniority and confirmation etc. of a person who join the Army/Air force/ Navy during an Emergency shall be regularized by such orders and instructions as may be issued by the Government from time to time provided that these are regulated mutatis-mutandis according to the instructions issued on the subject by the Government of India .
- §3. Notwithstanding anything contained in the rules the Appointing Authority may appoint a physical handicapped person on post earmarked in accordance with the provisions of the Rajasthan Employment of Physically Handicapped Rules 1976. Such appointment shall be treated as regular appointment.

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* Substituted the word referred to in rules 28 under notification No. F. 1(1) DOP/A-II/91 date 22-8-92

§ Added vide notification NO. F 3(6) DOP/A-II/80 date 7-12-89

≡ Added vide notification No. F. 5(3) DOP/A-II/94 date 7-2-2000

"Compassionate Appointment of Dependents of the Deceased/ Permanently incapacitated Armed Forces Service Personnel/Para-Military Personnel.- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post of Lower Division Clerk, Class IV Employee and post in subordinate services up to scale no. 9 to be rule in by direct recruitment by appointing on compassionate ground of the dependents of a member of Armed Forces/Para Military Force belonging to State who dies of become permanently incapacitated in action on or after commencement of this provision in operations at the international border or at the line of actual control/line of control:

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

- (2) Such dependent shall address an application for the purpose to the Zila Sainik Kalyan Adhikari in the case of Armed Forces and the Officer Commanding the Para-Military Unit for Para Military forces duly verified by the Head of the Unit Where the deceased/permanently incapacitated member of the Armed Forces/Para Military Forces was serving at the time of death/ becoming permanently incapacitated. The application shall be considered in relaxation of the normal recruitment rules subject to the condition that the dependent fulfills the academic qualifications and experience, except for appointment to Class IV for which educational qualification shall be relaxed and age limit prescribed for the post and is also otherwise qualified for Government Service.
- (3) The application of such dependent shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the dependent in the event of non-availability of vacancy in the District concerned the application shall be shall be sent to the Divisional Commissioner who shall arrange appointment in any district under his jurisdiction.
- (4) The application shall contain the following information:-

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

Explanation:- For purpose of this rule:-

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

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

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

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^x6A "Compassionate Appointment of Dependents of the Deceased/ Permanently incapacitated Armed Forces Service Personnel/Para-military personnel- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the-

- i. posts upto pay scale number 9A to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of Armed Forces/Para-military forces belonging to the state who becomes permanently incapacitated ⁺ on or after 1-4-99 in any defence operations including counter insurgency operations and operations against terrorists;
- ii. post upto pay scale number 11 to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of armed forces/paramilitary forces belonging to the state who dies ^{xx} on or after 1-4-99 in any operations and operations against terrorists;

Subject to fulfillment of the educational qualifications and other service conditions prescribed under the relevant Service Rules and with the concurrence

Note-2 "Assessment of permanent impairment would be in accordance with the manual for Doctors to evaluate permanent physical impairment (DGHS-WHO AHMS New Delhi 19841) and certified by the army authorities and countersigned by assistant director Medical Service Hi 61(1) sub area Jaipur or certified by a medicals Board consisting of head of Department of othopedics Head of consenting of Head of Department of Orthopedics Head of Department of orthopedics Head of Department of Physical medicines & "Rehabilitation and head of department of Forensic Science of a Medical Ocoee in Rajasthan.

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Insenter vided notification no.F.5(3) DOP/A-II/94 Date 10-6-08

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of Department of Personnel and the Rajasthan Public Service Commission if the post falls within the purview of the commission;

- iii. posts upto pay scale number 9A to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of Armed Forces belonging to the state who dies or was permanently incapacitated or any defence operations including counter insurgency operations and operations against terrorists during the period from 1-1-71 to 31-3-99.

Provided that :-

- ⁺⁺a. that the upper age limit shall be relaxed up to 45 year in case a dependent of a member of Armed forces he died or was permanently incapacitated during the period from 1-1-71 to 31-3-99 applies for appointment within one year of the commencement of these amendment rules.
- b. if the Armed Forces/ Para Military personnel who are permanently incapacitated are capable of and desirous of obtaining employment for themselves under the State Government, employment for themselves under the State Government, employment shall be given to them.
- c. if the widow or the children of the Armed Forces/Para-Military personnel who are killed or permanently incapacitated are not in a position to take up employment

⁺ Inserter vided notification no.F.5(3) DOP/A-II/94 Date 10-6-08

⁺⁺ Substituted vided notification no.F.5(3) DOP/A-II/94 Date 10-6-08

- (i) the dependents of a member of Armed Forces/pare Military forces belonging to the state shall be considered for appointment to the lowest post of the service (upto pay scale number 9A in case of permanently incapacitated personnel of armed force/pare military forces and upto pay scale no. 11 in case he dies) at which direct recruitment is made, according to the qualifications possessed by deepened

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immediately, employment will be given to them on acquiring of eligibility for appointment.

2. Appointment shall be given to a dependent of Armed Forces/Para-Military personnel only if any one of them has not got appointment on any post under the provisions of concerned service rules prevailing in the Government of India.
3. Appointment shall not be given to such dependent if any of the other dependents of the Armed Forces/ Para-Military personnel is already employed on regular basis under the Central/any State Government or Statutory Board Organization/Corporation owned or controlled wholly or partially by the Central/any State Government at the time of death of the Armed Force/Para-Military personnel:

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

4. Such dependent shall address an application for the purpose to the Zila Sainik Kalyan Adhikari in the case of Armed Forces and the Officer Commanding of the Para-Military Unit for Para-Military Forces duly verified by the Head of the Unit where the deceased/permanently incapacitated member of the Armed Forces/Para-Military Forces was serving at the time of death/ becoming permanently incapacitated. The application shall be considered in relaxation of the normal recruitment rules subject to the condition that the dependent fulfills the academic qualifications and experience, except for appointment to class IV for which educational qualification shall be relaxed and age limit prescribed for the post and is also otherwise qualified for Government Service.
5. The application of such dependent shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the dependent in the event of non-availability of vacancy in the District concerned the application shall be sent to the Divisional Commissioner who shall arrange appointment in any district under his jurisdiction.

5. If vacant post is not available under the jurisdiction of the Divisional Commissioner, then the application shall be referred by the Divisional Commissioner to Government in the Department of Personnel for providing appointment.
6. The application shall contain the following information:-
- (i) Name and Designation of the deceased/Permanently incapacitated Armed Force/Para-Military Force Personnel;
 - (ii) Unit in which he/she was working prior to death/becoming permanently incapacitated;
 - (iii) Date and place of death with death certificate issued by the Authority competent to declare him a battle casualty or becoming permanently incapacitated.
 - (iv) Name, date of birth, educational qualification of the applicant and his/her relation with the deceased(with certificates).

Explanation:- For purpose of this rule:-

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

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

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

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 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 name appeared in the list prepared for direct recruitment by the Commission, for posts falling in its preview, 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) Appointments shall be made strictly in accordance with the roster 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 law may be in a particular year, the vacancies so reserved for them shall be carried forward until the suitable Scheduled Castes and the Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled

Castes and the Scheduled Tribes candidates shall be filled by promotion as well as by Direct recruitment from General category candidates. However, in exceptional cases where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post(s) by promoting the General category candidate(s) on urgent temporary basis clearly stating in the promotion order that the General category candidate(s) who are being promoted on urgent temporary basis against the vacant posts reserved for Scheduled Castes and the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available:

Provided that there shall be no carry forward of the vacancies in posts of class/category group of posts in any cadre of service to which promotions are made on the basis of 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 Government for such reservation in force at the time of direct recruitment. In the event of non-availability of the eligible and suitable candidates amongst other Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

%7B Reservation of Vacancies for women candidate:-

Reservation of vacancies for women candidates shall be 20% category wise, in direct recruitment. In the event of non-availability of the eligible and suitable women

@ Added vide notification No.F. 7(2) DOP/A-II/93 date 24-5-94 w.e.f.28-9-93

% Added vide notification No. 7(2) DOP/A-II/88 date 22-10-97

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candidates in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionately in the respective category to which the women candidates 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, East African, Countries Of Kenya Uganda, The United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia with the intention of permanently settling in India:

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

⁺ Deleted

⁺ Sub. vide notification no. F. 7(2) DOP /A-II/ 02 date 17-2-03

⁺ Deleted vide note no. F7 (2) DOP/A-II/02 date 17-2-2003

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

9. Conditions of eligibility of persons migrated from other countries to India.-

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

£(10) Determination of vacancies.- (1) (a) Subject to the provisions of these rules, the Appointing Authority shall determine on 1st April every year the actual number of vacancies occurring during the financial year.

£(10) 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 and appropriate continuous cyclic order to correspond with the proportion laid down in the Schedule by give 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 buy promotion of persons already in the service.

(3) The Appointing Authority shall also determine the corresponding vacancies of earlier years. if nay year wise which were required to be filled in by promotion, if any, year

- (b) Where a post is to be filled in by a single method as prescribed in the rule or Schedule, the vacancies so determined shall be filled in by that method.
- (c) where a post is to be filled in by more than one method as prescribed in the rules or Schedule, the apportionment of vacancies, determined under clause (a) above, 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 the quota of various methods prescribed in a continuous cyclic order giving promotion quota.
- (2) The Appointing Authority shall also determine the vacancies of earlier years, year wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which required to be filled in.
11. Age.- A candidates for direct recruitment to a post enumerated in of the Schedule 1 must have attained the age of 21 year must not have attained the age of ⁺31 Years on the first day of July next following the last date fixed for receipt of application.

Provided:-

- ⁺⁺(i) Provided that upper age limit mentioned above shall relaxed-

wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in accordance with sub-rule(2).

Substituted vide Notification No. F.5 DOP/A-II/77 date 6-10-79 effective form the date of publication in Rajasthan Rajpatra)For:-

⁺ Deleted Punctuation make (i0 vide notification No. F. 2(5) DOP/A-II/80date 14-4-80

⁺⁺ Added vide notification no.F7(2)DOP/A-II/84 date 30-4-01

- (a) by 5 years in the case of male candidates belonging to the scheduled castes and the scheduled tribes,
- (b) by 5 year in the case of woman candidate belonging to general category, and
- (c) by 10 year in the case of woman candidate belonging to Scheduled Caste Scheduled Tribes and the other Backward Class;
- (ii) that the upper age-limit mentioned above shall not apply in the case of an ex-prisoner who had served under the government in a substantive basis on any post before conviction and was eligible for appointment under the rules ;
- (iii) that the upper age-limit mentioned above shall be relaxable by a period equal to the term of imprisonment served in the case of an ex-prisoner who was not overage before his conviction and was eligible for appointment under the rules;
- (iv) that the persons appointed; temporarily to a post in the service shall be deemed to be within the age-limit when they were initially appointed even though they have crossed the age-limit when they appear finally before the Appointing authority 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 relaxed by a period equal to the service rendered in the N.C.C. in the case of Cadet Instructors and if the resultant age does not exceed the prescribed maximum age-limit by more than three years, they shall be deemed to be within the prescribed age-limit;
- (vi) Notwithstanding anything contained contrary in these rules in the case of persons service in connection with the affairs of the state in substantive capacity the upper age

that the upper age -limit mentioned above, shall be relax able by 5 year in the case of woman candidates and candidates belonging to the scheduled Castes or the Scheduled tribes;

limit shall be 40 years for direct recruitment to posts filled in through the commission by interview. This relaxation shall not apply to urgent temporary appointments;

(vii) that the released Emergency Commissioned Officers and Short Service Commissioned officers after released 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.

@ (viii) that there shall be no age limit in the case of widows and divorced women;

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

% (ix) that where the upper age-limit to post/posts is prescribed as 33 years or the case may be it shall be relaxed by 2 years in the case of candidates belonging to the Other Backward Class;

□ (x) "that the upper age limit for persons serving in connection with the affairs of the State, Panchayat Samitis and Zila Parishads and in the State Public Sector Undertakings/Corporation in substantive capacity shall be 40 years.

(12) Academic and Technical Qualifications and Experience.- A Candidate for direct recruitment to the post enumerated in the Schedule shall in addition to such experience as is required, possess:-

@ Added vide Notification No. F.7 (2) DOP/A-II/84 date 18-12-87 & Corrigendum of even no . date 9-3-88.

% Added vide Notification No. F.7 (2) DOP/A-II/84 date 31-11-96.

□ Added vide Notification No. F.7 (1) DOP/A-II/78 date 30-11-98.

- (i) the qualifications given in column 4 of the Schedule; and
- ^x(ii) Working knowledge of Hindi written in Devnagari Script and knowledge of Rajasthan culture:
- (iii) Provided that the person who has appeared or appearing in the final year examination of the course which is the requisite educational qualification for the post as mentioned in the rules or schedule for direct recruitment, shall be eligible to apply for the post but he/she shall have to submit proof of having acquired the requisite educational qualification to the appropriate selection agency:
- (i) before appearing in the main examination, where selection is made through two stage of written examination and interview;
- (ii) before appearing in interview where selection is made through written examination and interview;
- (iii) before appearing in the written examination or interview where selection is made through only written examination or only interview as the case may be.
- (13) Character.- The character of a candidate for direct recruitment to the service must be such as 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 college or University or School and not related to him.

^x Substituted vide notification No. F. 5(1)DOP/A-II/77I date 30-1-84

- (12)ii Working knowledge of Hindi written in Denary Script and knowledge of Rajasthan dialects.

□ Added vide Notification No. F.8 (7) DOP/A-II/197 date 17-9-99.

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

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

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

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

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

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

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

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

. PART - IV

Procedure for Direct Recruitment

17. **Frequency of examination:-** A competitive examination for recruitment to the post in the Service shall be held every year unless the government in consultation with the commission decides not to hold the examination in any particular year.

18. **Authority for conducting the examination and syllabus.-** An examination of direct recruitment to the service shall be conducted by the commission in accordance with the syllabus prescribed in scheduler-II:

Provided that the syllabus may be revised by the Government, from time to time as it may deem fit in consultation with the commission.

19. Inviting of applications.- Applications for direct recruitment to the post in the service shall be invited by the Commission or the Appointing Authority as the case may be by advertising the vacancies, to be filled in, the Official Gazette or in such other manner, as he may deem fit:

Provided that while selecting candidates for the vacancies so advertised the Commission may, if intimation of additional requirement not exceeding 50 % of the advertised vacancies is received by them before the declaration of the result of main examination, also select suitable persons to meet such additional requirement.

20. Admission to the Examination:- I[@](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 the commission at the initial stage. The commission shall permit rest of those candidates to appear in the examination provisionally to whom they consider it proper to grant the certificate of admission. No candidate shall be admitted to the examination unless he holds a certificate of admission to that examination granted by the Commission. Before appearing at the examination, it should be ensured by the candidate himself/ herself that he/ she fulfils the condition in regard to age, educational qualifications, experience, if any etc as provided in the rules. Being allowed to take the examination shall not entitle the candidate to presumption of eligibility. The commission shall scrutinize later on the applications of such candidates only who qualify in the written examination and shall call only the eligible candidates to vivavoce, if any.

- (2) The decision of the commission as to the admission of candidate to an examination, eligibility and consequent admission to vivavoce, if any shall be final.

[@] (1) No candidate shall be admitted to any of the examination unless he holds a certificate of admission to the examination granted by the commission. Before granting such a certificate, the commission shall strictly themselves that the application this been made strictly in accordance with the provisions of these rules:

21. From of application.-- The application shall be made in the form approved by the Commission or the Appointing Authority as the case may be and obtainable from the Secretary to the Commission or from the office of the Appointing Authority as the case may be on payment of such fee as the Commission or the Appointing Authority may from time to time, fix.
22. Examination fee.- (1) A candidate for direct recruitment to a post in the service must 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 Appointing Authority or for any other reason in which case the amount shall be refunded.

23. Viva-voice:- Candidates who obtain such minimum qualifying marks in the written examination as may be fixed by the Commission in their discretion shall be summoned by them for an interview for a personality test which shall carry⁺ 25 marks. The commission may in its discretion award grace marks upto 1 in each paper and upto 3 in the aggregate. The Commission may fix minimum qualifying marks in the Written examination for the scheduled castes and scheduled tribes candidates lower than what is prescribed for other candidates. The minimum qualifying marks in viva-voce shall be 35% for candidates other than those belonging to the schedule castes and the scheduled tribes and for the scheduled casts and the scheduled tribes it shall be 25% the marks so awarded shall be added to the marks obtained in the written examination by each candidate.

% Substituted "Soluble -21 under notification No. F. 5(25) DOP/A-II/80 date 8-4-93

No claim for the refund of the examination fee shall be entertained nor the fee shall be held in reserve fro any other examination except when a candidate is not admitted to the examination by the commission in which case the amount shall be deducted by Rs.5/- before the refund is made

The Scheduled Castes and the Scheduled Tribes candidates shall be paid both ways actual railway fare or the lowest class by passenger train beyond 80 kilometers-in accordance with the order of the Government to appear at the viva-voce test. Other candidates shall appear in the viva-voce test at their own expense.

24. Recommendations of the Commission.- The commission shall prepare a list of the candidate whom they consider suitable for appointment to the posts concerned and arranged in the order of merit. The Commission shall forward the list to the Appointing Authority:

Provided that the Commission may to the extent of 50% of the advertised vacancies, keep names of suitable candidate on the reserve list. The commission may, on requisition, recommend the names or such candidates in the order of merit to the appointing authority within six months from the date on which the original list is forwarded by the Commission to the Appointing Authority.

- ^x25. "Re-totalling of marks.- (1) The Commission may order retotalling 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 sun-rule(1) above.
3. If as a result of such rectification the Commission discovers that the candidate becomes eligible for selection such fact shall be immediately and in any case not later than 40 days from the announcement of the result reported to the Government and to that extent the recommendation of the Commission made under rule 24 shall stand protanto modified..

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

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

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

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

+4.

+4.

* Added vide notification no. F. 7(1) DOP/A-II/95 date 20-6-01

"No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002:

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

* Added vide notification no. F. 7(1) DOP/A-II/95 date 8-4-03

"No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

4. "No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

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

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

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

27. Selection by the Appointing Authority.- Subject to the provisions of rules 7,8,9 and 10 the Appointing Authority shall select candidates who stand highest in the order of merit in the list prepared under rule 28:

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

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

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

Substituted vide notification No. F. 7(1) DOP/A-II/95 dated 29-10-05

considered necessary that such candidate is suitable in all other respects for appointment to the post concerned.

PART V

Procedure for appointment by promotion

28. Criteria, Eligibility and Procedure for Promotion- (1) As soon as the Appointing

28A Revised Criteria, Eligibility and Procedure for promotion :-

(1) As soon as the Appointing Authority Determines the number of vacancies under rules regarding determination of vacancies of these rules 10 and decides that ascertain number of posts are required to be filled in by promotion, it shall, subject to provisions of sub rules (9), prepare a correct and complete list of these 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.

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

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

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

(2) The persons enumerated in Column 5 of the Schedule shall be eligible for promotion to posts specified against them in column 2 there of 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.

(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 post 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 Prescribed under these rules

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

Explanation.- In case direct recruitment to a post has been made earlier than regular selection for promotion in particular year such of the persons, who are or are 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 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 provision of sub-rule (7) selection for promotion from the post of legal Assistant to the posts head legal assistant in the service shall be made strictly on the basis of seniority-cum-merit from amongst the persons who 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 three years

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 preserved period of service If he fulfill the qualification and other conditions for promotion prescribed elsewhere in these rules and are found otherwise suitable for promotion on the basis of seniority-cum-merit

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

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

Explanation:- If in the service, in any category of post number of posts available for promotion is an odd number of posts available for promotion is an vacancies for selection by promotion on the vacancies for selection by promotion on the basis of seniority-cum-merit and merit in the proportion of 50:50 the following cyclic order shall be followed

The first vacancy by seniority-cum-merit;

The subsequent vacancy by merit

the cycle to be continue;

- (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 of alone.

Provided that;

- (a) In the service or routs or Sections the render where there are only two scales e.g. Junior scale or senior scale and there is only one promotion then promotion shall be made on the basis of seniority-cum-merit alone.
- (b) In the service or groups or sections there under, where there are three scales e.g. junior scales senior scale and selection scale and there are two promotions then promotion shall be as under :
 - (i) first promotion on the basis of seniority-cum-merit;
 - (ii) second promotion on the basis of seniority cum-merit and merit in the proportion of 50:50
 - (iii) in the service or group or sections there under where there are more than two promotions then first promotion shall be made on the basis of seniority cum-merit alone and promotions to subsequent higher posts shall be made on the basis of seniority-cum-merit and merit in the proportion of 50:50 except to the highest post.

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

Explanation:- If any doubt arises about the categorization of the 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.

(8) The Zone of consideration of persons eligible for promotions shall be as under:-

(i) number of vacancies number of eligible persons
to be considered

(a) for one vacancy Five eligible persons

(b) for two vacancies eight eligible persons

(c) for three vacancies ten eligible persons

(d) for four or more vacancies three time the number of vacancies.

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

(iii) where, adequate number of the candidates belonging to the scheduled castes or the scheduled Tribes, as the case may be are not available within the zone of consideration specified above, the zone of consideration may be extended upto seven times the number of vacancies and the candidates belonging to the scheduled casts or the Scheduled Tribes, As the case may be (and not any other) coming withing the extended zone of consideration shall also be considered against the vacancies reserved for them.

(iv) For any post in the Service:

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

(b) if promotion is from more than one categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered of

Authority determines the number of vacancies under sub-rule (3) of rule 6 and rule 10 and decides that a certain number of posts are required to be filled in 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 of promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

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

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

- (c) if promotion is from different categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable persons available for promotion on the basis of merit in the higher pay scale than only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so on and so forth.

The zone of consideration of eligibility in this case shall be limited to five senior-most eligible persons in all.

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

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

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

Provided that:-

- (i) the persons having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she has on 1st June,2002 does not increase;
 - (2) where a Government servant has only one child form the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.
- (5) Selection for promotion on the post included in the service shall be made on the basis of seniority-cum-merit:

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

Provided further that if the Committee is satisfied that suitable persons are not available for selection by promotion to the highest posts strictly on the basis of merit

in a particular year, selection by promotion to the highest post(s) on the basis of seniority cum merit may be made in the same manner as specified in these rule.

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

- | | | |
|-----|--------------------------------|--|
| (i) | <u>number of vacancies</u> | <u>Number of eligible persons
to be considered</u> |
| | (a) For one vacancy | Five eligible persons |
| | (b) For two vacancies | eight eligible persons |
| | (c) For three vacancies | ten eligible persons |
| | (d) For four or more vacancies | three times the number of
vacancies. |
- (ii) Where, the number of eligible persons for promotion to higher post is less than the number specified above all the persons so eligible shall be considered.
- (iii) where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended upto seven times the number of vacancies and the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.
- (iv) For any post in the Service:
- (a) if promotion is from more than one categories of posts in the same pay scale, persons upto two in number from each category of posts in the same pay scale shall be considered for promotion;

- (b) if promotion is from more than one categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit or seniority-cum-merit, as the case may, be in the higher pay scale than only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. the zone of consideration for eligibility in this case shall be limited to five seniormost eligible persons in all.
- (7) Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, constitution of the committee and procedure for selection shall be the same as prescribed elsewhere in these rule.
- (8) The Committee shall consider the cases of all the seniormost persons who are eligible and qualified for promotion to the class of post(s) concerned under these rules and shall prepare a list containing names of the persons founds suitable on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules equal to the number of vacancies determined under these rule. The list so prepared on the basis of seniority-cum-merit and/ or on the basis of merit, as the case may be, shall be arranged in the order of seniority of the category of post(s) from which selection is made.
- (9) The Committee may also prepare a list on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, containing names of persons not exceeding the number of persons selected in the list prepared under sub rule (8) above to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis of seniority-cum-merit or on the basis of merit shall be arranged in the order of seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the year for which the meeting of the committee is held

(10) List prepared under sub-rules (8) and (9) shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports

(9) 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 rule.

(10) A Committee consisting of the chairman of the commission or amender thereof nominated by him as chairman, (the special to the government in the Department of personnel or his representative no below the rank of the duty secretary to to Government in the Department of personnel as member and the legal Reentrance-cum- Secretary to the Government in the Law and legal Affairs Department as Members Secretary shall consisted the case or tall 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 cumbered and/or the basis of merit as the case may by as per the criteria for promotion laid down in these rul4s, equal to the number prepared on the basis of seniority-cum-merit or on the of merit as the case may be as per the criteria for promotion laded dawn in these rules equal to the number of vacancies determined under rule 10. 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 h order of seniority on the category of posts from which selection is made. administrative reforms shall consider the cases of all the senior-most persons who are eligible and qualified for promotion to the class of post concerned under these rules and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies antiv\cipated to occur during the nest 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 sextet in the aforesaid list or select one more persons if the number of vacancies ins one only, whop may be considered suitable to till temporary or permanent vacancies which may occur tall the next meeting of the committee on a temporary 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 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:

- (b) The Committee shall also prepare a separate list on this basis of seniority-cum-merit and/ or on the basis of merit as the case may be as per the criteria for promotion laid down in the rules, containing names of persons equal to the number of persons selected in the list prepared under (a) above to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis merit shall be arranged in the order of the seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the Departmental Promotion committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the next year or till the Departmental Promotion committee meets, whichever is earlier.
- (c) Such lists shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other Service Record of all the candidates included in the list as also of those not selected, if any.

(10-A)- If in any subsequent year, after promulgation of these rules, vacancies relating to any earlier year are determined under sub-rule (2) of rule relating to determination of vacancies which were required to be filled by promotion, the Departmental promotion Committee shall consider the case of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotions shall be governed by the 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 to re-fixed at the pay which he would have derived at the timer of his promotion by no arrears of pay shall be allowed to him.

X(10-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 substantially affecting the decision of the D.P.C. or for any other sufficient reasons e.g. change in seniority, determination of vacancies, judge ment/ 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.

- (11) where consultation with there commission is necessary the list p̄pares by the committee shall be forwarded to the commission by the appointing authority alongside the personnel files and annul confidential rolls of all the persons whose names have been considered by the committee
- (12) The Commission shall consider the lists prepared by the committee along-with other relevant documents received from the Appointing Authority and unless nay Change is Considered Necessary, shall approve the lists.; In case the Commission consider it necessary to make any change in the lists received from the Appointing "Authority It shall inform the Appointing Authority of the Change proposed by it any, The Appointing Authority may approve the lists finally with such modifications, as may in it's opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved buy the commission shall be disturbed only with the approval of the Government.
- (13) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (14) in the order in which they have been placed in the lists, till such case may be.

and other Service Records of all the candidates included in the lists as also of those not selected, if any.

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

- (11) If in any subsequent year, after promulgation of these rules, vacancies relating to any earlier year are determined under these rules which were required to be filled by promotion, the committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Committee is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate and the service/ experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which he would have derived at the time of his promotion, but no arrears of pay shall be allowed to him.
12. The Government or the Appointing Authority may order for the review of the proceedings of the Committee held earlier on account of some mistake or error apparent on the face of record, or on account of a factual error substantially affecting
-
- (14) The Government may issue instructions for provisionally dealing with the promotions, appointments or other ancillary matters in a equitable and fair manner of persons who may be under progress, at the time promotions are considered to a post to which they are eligible or would have been eligible to a post but for such suspension or tendency of such enquiry or proceedings.

the decision of the Committee or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any court or Tribunal, or where adverse entries in the Confidential Reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission (where Commission is associated) shall always be obtained before holding the meeting of the review committee.

13. Where consultation with the Commission is necessary the lists prepared by the Committee shall be forwarded to Commission by the Appointing Authority along-with the personal files and Annual Confidential Rolls/Annual Performance Appraisal Reports of all the persons whose name have been considered by the Committee.
14. The Commission shall consider the lists prepared by the committee along-with other relevant documents received from the Appointing Authority and unless any Change is considered necessary, shall approve the lists. In case the Commission consider it necessary to make any change in the lists received from the Appointing Authority it shall inform the Appointing Authority of the changes proposed by it. After taking into the comments of the Commission if any, the Appointing Authority may approve the lists finally with such modifications, as may in it's opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved by the Commission shall be disturbed only with the approval of the Government.
15. Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (14) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised or remained in force, as the case may be.
16. The Government may issue instructions for provisionally dealing with the promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceeding is under progress, at the time promotions are considered to a post to which they are

eligible or would have been eligible to but for such suspension or pendency of such enquiry or proceedings.

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

£28A

PART - VI

Appointments, Probation and Confirmation

29. Appointment to the Service.- Appointments to posts in the Service by direct recruitment or by promotion, as the case may be, shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under rule 24 in order of merit and by promotion from the persons selected under rule 28 and persons adjudged suitable under proviso (iv) to rule 6.

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 Authority competent to make appointments by appointing in an officiating capacity thereto an officer eligible for Appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Service, where such direct recruitment has been provided under the provisions of these rules:

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

Provided further that in respect of a post in the service for which both the methods of recruitment have been prescribed, the Appointing Authority or the authority

competent to make appointment, as the case may be, shall not save with the specific permission of the government in the Department of Personnel, fill the temporary vacancy against the direct recruitment quota by a whole time appoint for a period exceeding three months otherwise than out of persons eligible for direct recruitment and after a short term advertisement.

2. In the event of non availability of suitable persons, fulfilling the requirements of eligibility for promotion, Government may, notwithstanding the conditions of eligibility for promotion required under sub-rule (1) above, lay down general instruction 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 .

++ Seniority of persons appointed to the post encadred in the service shall be determined from the date of appointment on the post after regular selection in accordance with the provisions of these rules. Appointment on ad-hoc or urgent temporary basis shall not be deemed to be appointment after regular selection:

Provided:

++ Sub.vide notification no. F. (1) DOP/A-II 96 date 10-10-02

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 determined0..... from the date of confirmation of such persons to the said post but in respect of persons appointed buy promotion to other higher posts in the service or other higher categories of posts in ea h 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.

- (i) that seniority inter se of persons appointed to a post in the Service before the commencement of these rules and or the service of the pre-reorganization of state of Rajasthan or the service of the Re-organization Act 1956 shall be determined modified or altered by the Appointing Authority on ad-hoc basis:
- (ii) that the seniority inter-se of persons appoint to a post in a particular category by direct recruitment on the basis of one and the same selection except those who do no join service when a post is offered to them within a period of six weeks from the date of issue of order or a longer, if extended by the Appointing Authority shall follow the order in which their names have been placed in the list prepared under rule 24:
- (iii) 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:

The 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.

- (iv) that the inter-se seniority of persons who have been adjudged suitable under proviso(iv) to rule 6 shall be determined on the recommendations of the committee referred to rule 28.
- ^y(v) that the seniority of the persons screened under proviso to rule 6 shall be fixed below all the persons appointed regularly be direct recruitment upto the date of .amendment.

⁺(vi) Deleted

(vii) Deleted

32. **Period of Probation.-** All persons appointed to the service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to 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.

"That if a candidate belonging to the scheduled casts/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 artier promoted candidate of the scheduled caste/scheduled tribe in the immediate higher post grade.

"Provided that a candidate who has got the benefit of provision inserted vide notification no F. 7(1) DOP/A-II/96 date 1-4-97 on promotion to an immediate higher post shall but be reverted and his seniority shall remain unaffected .This proviso is subject to final decision of the hobble supreme court of India in writ portion (civil) No. 234/2002 all India equally Porum v/s/ Union of India and others.

- (2) During the period of probation specified in sub-rule (1), each probationer may be required to pass such Departmental Examinations 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 the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.

□33. Confirmation in certain case:- (1) Notwithstanding anything to the contrary contained

□ Substituted vide notification No. F. 2(4) DOP/A-II/79 date 29-11-84

"(a) Notwithstanding anything contained in the rule if no order of confirmation is issued by the Appointing Authority within a period of six months, an employee appointed on temporary or officiating basis who has, after the date of his regular recruitment by either method of recruitment completed a period of two years, service; or less in the case of those as pointed by promotion where the period of promotion 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 concurrence 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 the probation or under the Rajasthan Civil Service Department Examination Rules, 1959 and any other rules, or by one year whichever is longer. If the employee still fails to fulfill the prescribed conditions or fails to give satisfaction, he will be liable to be discharge from such post in the same manner as probationer or reverted to his substantive or lower posts 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-gazette employee, be also immediately recorded by the Appointing Authority in his service Book and C.R. file and in the case of Gazette Officer communicated to the Accountant General "Rajasthan and in his Confidential Report file. A written acknowledgment shall be kept on record in all these case,

in rule a person appointed to a post in the service on temporary or officiating basis who, after regular recruitment by any one of the methods or recruitment prescribed under these rules has not been confirmed, within a period of six months on completion of a period of two years service in case he is appointed by direct recruitment or within a period of one year's service in case he is appointed by promotion, shall be entitled to be treated as confirmed in accordance with his seniority if:-

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

EXPLANATION:-

- (i) Regular recruitment for the purpose of this rule shall mean appointment after either of the method 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 exists, if the post are within the purview of rajasthan public service commission , recruitment in consultation with them but it shall not include an urgent temporary appointment ad-hoc appointment or officiating promotion against temporary or lien vacancies which are liable to review and revision form year to year. In case where the Service Rules specifically permit, appointment by transfer such appointment shall be treated regular recruitment the appointment to the post from which the official was transferred was after regular recruitment. Persons who have been made eligible for substantive appointment t a post under the rules shall be treated as having been regularly recruited.
- (ii) Persons who hold line 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 expire 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 line on the previous post shall ceases.

- (ii) he fulfils conditions as are prescribed under rule for the 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 or 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 probationer or reverted to this 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 above the satisfactory performance of his work are communicated to his within the said period of service.
- (4) The reasons for not confirming of any employee referred to in sub-rule (1) above shall be recorded by the Appointing Authority in his Service Book and Annual Performance Appraisal Report.

Explanation:-

- (i) Regular recruitment for the purpose of this rule shall mean:-
- (a) appointment by either method of recruitment or on initial constitution of service in accordance with the rules made under the proviso to Article 309 of the Constitution of India;
- (b) appointment to the 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 there the service rules specifically permit;
- (d) Persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited:

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

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

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 special selection to such post;

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

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

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

35. Confirmation.- A probationer shall be confirmed in his appointment at the end of the period of probation, if.-

(a) he has passed the departmental examination and has successfully undergone such training as is referred to in sub-rule (2).

(b) he has passed a departmental test of proficiency in Hindi, and

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

PART - VII

Pay

36. Scale of Pay.- The scale of monthly pay of a persons appointed to a post in the Service, shall be such as may be admissible under the Rules referred to in rule 36 or as may be sanctioned by 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 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. Regulations of leave, Allowances, Pension etc.- Except as provided in these rules, the pay, leave allowances, pension and other conditions of Service of a member of the Service shall be regulated by:-
- (i) The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950 as amended from time to time.
 - (ii) The Rajasthan Service Rules, 1951 as amended from time to time;
 - (iii) The Rajasthan Civil Services (Rationalisation of Pay Scales) Rules, 1956 as amended from time to time;
 - (iv) The Rajasthan Civil Services (Classification Control And Appeals) Rules, 1958 as amended from time to time;
 - (v) The Rajasthan Civil Services (Revised Pay Scales) Rules, 1961 as amended from time to time;
 - (vi) The Rajasthan Traveling Allowances Rules 1971, as amended from time to time;
 - (vii) The Rajasthan Civil Services (New pay Scales) Rules, 1969 as amended from time to time; and
 - (viii) Any other rules prescribed general conditions of service made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time to 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 rule and orders in relation to matter covered by these rules and in force immediately before the commencement of these rules are hereby repealed:

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

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 under 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 order dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favorable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the [£] Administrative Department Concerned.

[£] Substituted the words "Department and administrative Reforms (Department of Personnel-A. Group .II) Vide Notification No. F. 11 (2) DOP/A-II/75 date 18-8-82.

SCHEDULE-I

S. NO	Name of the Post	Method of recruitment	qualification for direct recruitment	post from which promotion is to be made	experience for promotion	Remarks
1	2	3	4	5	6	7
			+Post in the state service			
@1.	Joint Legal Remembrancer	100% by promotion	--	Deputy Legal Remembrancer	5 Years, Experience on the Post mentioned in column 5;	--
2.	Joint Legal Remembrancer	100% by promotion	---	Deputy Legal Draftsman /Assistant Legal Remembrancer/	5 Years Experience on the Post mentioned in column 5;	---
3.	Deputy Legal Draftsman /Assistant Legal Remembrancer	100% by promotion	---	Head Legal Assistant.	5 Years Experience on the Post mentioned in column 5;	---

+ Inserted vide DOP Notification No. F. 1(25) DOP/A-II/73-II date 27-7-85 & corrigendum even number date 3-10-85

@ Inserted vide notification DOP Note No. f. 1(1) DOP/A-II/82 date 9-6-83

4.	Head Legal Assistant.	100% by promotion	---	Legal Assistant	5 Years Experience on the Post Mentioned In column 5;	---
				+Post in the subordinate service		
5.	Legal Assistant	100% by direct recruitment	Must be law Graduate from a university established by law in India or its equivalent with three year course of proficiency degree.			

SCHEDULE-II

be permitted to answer anyone paper partly in Hindi and partly in English unless specifically allowed to do so.

- (iv) The standard of the language paper will be that of senior secondary level.