

# **The Rajasthan Civil Services (Departmental Examinations) Rules, 1959**

RAJASTHAN

India

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### **Rule**

### **THE-RAJASTHAN-CIVIL-SERVICES-DEPARTMENTAL-EXAMINATIONS of 1959**

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The Rajasthan Civil Services (Departmental Examinations) Rules, 1959Published vide Notification No. F. 3(7)Apptts.(C) /58, dated 13th April, 1959, published in Rajasthan Rajpatra, Extraordinary, Part 4(C), dated 1st July, 1959In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan makes the following rules regarding the Conduct of Departmental Examinations for the various categories of services in Rajasthan.

#### **1. Short title.**

- These Rules may be called the Rajasthan Civil Services (Departmental Examinations) Rules, 1959.

#### **2. Application.**

- These rules shall apply to such of the services from such date as the State Government may, from time to time, specify in this behalf.

#### **3. Supersession of existing rules and orders.**

- From the date these Rules are made applicable to a service, all previous rules and orders in relation to matters covered by these rules shall be deemed to have been superseded.

#### **4. Interpretation.**

- Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Act VIII of 1955) shall apply for interpretation of these rules as it applies for the interpretation of a Rajasthan Act.

#### **5. Definition.**

- In these Rules, unless there is anything repugnant in the subject or context-(a)"Appointing authority" means the authority empowered under the Rajasthan (Classification, Control and Appeal) Rules, 1958 to make the first appointment.(b)"Departmental Examination" means a Departmental Examination prescribed under these rules and also includes the end of course examination of a foundational course, if any, prescribed for a particular service/post.(c)"Registrar" means the Registrar for Departmental Examinations.(d)"Service or Services" means service or services to which these Rules are made applicable from time to time.(e)"Schedule" means schedule to these rules.

#### **6. Central Advisory Committee.**

(1)The Government may appoint a Central Advisory Committee to advise Government in matters relating to Departmental Examination. This Committee will consist of a Chairman and such members as may be appointed by the Government from time to time. The Registrar will be the Member-Secretary of this Committee.(2)The Government may also appoint such local Committee as it may consider necessary and define their functions.

#### **7. Conduct of Examinations.**

(1)The Government shall appoint Registrar for various Services for the conduct of the Departmental Examination under the provisions of these rules.(2)The Registrar shall arrange to hold the Departmental Examinations and make all arrangements and organise the conduct of Departmental Examinations for various services in accordance with the Syllabus prescribed by the Government.(3)The Registrar shall be assisted by such staff as may be considered necessary.(4)The examination shall be held at least once a year on such dates as may be determined by the Registrar and notified in the Rajasthan Rajpatra at least 2 months before the commencement of the examinations:Provided that the Government may, at its discretion, hold an examination at a shorter notice if the necessity so demands:Provided further, that if the period of notice is less than one month, the consent of the examinees in writing should be obtained.(5)The examinations may be held at such place or places as may be decided by the Registrar.

#### **8. Eligibility for Departmental Examinations.**

- The following categories of Government servants shall be eligible to appear at the Departmental Examinations for a particular service:-(i)Those who hold substantive appointment in the service including appointment on probation:(ii)Those who have officiated continuously on a post in the

service for a period of at least one year on the first day of January of the year in which the examination is held;(iii)Those who hold substantively appointments in a lower service from which, according to rules of the higher service concerned, substantive appointment by promotion is possible;(iv)Those who were appointed temporarily after due selection by the Appointing Authority, and not those who were appointed by the Appointing Authority on a temporary ad hoc basis.

## **9. Applications for the Examinations.**

(1)Every employee eligible and wishing to appear at the Departmental Examination must intimate in the prescribed form as given in Schedule T his intention of appearing at the examination after the issue of the notification in the Rajasthan Rajpatra publishing the date of examination. The application should be submitted to the Registrar, through the applicant's next superior officer and should reach him on or before the last date prescribed by the Registrar for submission of the applications.(2)A Government servant who fails to intimate his intention to appear at the examination in the manner prescribed by this rule is liable to be excluded from that examination. Similarly should an officer omit to include any subject of examination in the list of subjects intimated in his application he may be precluded from appearing at the examination in that subject, even though he may subsequently desire to be examined in it.

## **10. [ Time table of examination. [Substituted by No. F (1) DOP/A-II/75/Part-II, 31-8-82.]**

- A copy of the time table of the examination alongwith the Roll Number will be sent by the Registrar to each candidate by the Registered post on the address given in his application form.]

## **11. Answer Books.**

(1)The Registrar will supply the required number of blank answer books (in which the examinee will write answers), piece of blotting paper, ink and question papers. The answer books will bear the seal of the Registrar.(2)Answers by the candidates must be written legibly on one side only of the paper. The other side may be used for rough notes. On no account whatever must a sheet or part of a sheet be torn from the answer book. The examinees should not write their names anywhere in the answer books.(3)All answer books collected from the examinees will be packed up in cloth-lined covers immediately after the paper is over, sealed by the Examination Superintendent and the cover signed by the Examination Superintendent and Invigilators in whose presence it is packed and sealed. The packets should be despatched by Registered Post (Insured for Rs. 1000/-) the same day to the Registrar. The Examination Superintendent will keep in each cover a slip indicating the number of answer books kept in it. At the end of the Examination, Superintendent will send to the Registrar an account of the answer books used in the form given in Schedule II together with all the blank answer books etc.

## **12. Question Papers.**

(1)The Question Papers for the examination will be despatched to the Examination Superintendents by the Registrar, under insured cover so as to reach them at least 3 days before the date of examination.(2)The sealed covers containing Question Papers will be kept in tact in their personal custody by the Examination Superintendents.(3)The packets containing Question Papers will be opened by the Examination Superintendents in the Examination hall not more than half an hour before the examination. The seals will be broken after showing these to the Invigilators present, who will sign the covers containing the papers in token of their having found them in tact before being opened and also sign a certificate to this effect in the proforma given in Schedule III.(4)At the end of the examinations the Examination Superintendents will return to the Registrar all the un-used Question Papers together with an account of those used in the form given in Schedule IV.

## **13. [ Setting of papers, Examination of Answer Books and Publication of Result. [Substituted by No. F (1) DOP/A-II/75/Part-II, 31-8-82.]**

- Instructions for the letting of papers and examination of answer books shall be issued by the Govt. The result of each departmental examination shall be published by the Registrar in the news papers or in such other manner as may be deemed fit. The Registrar will send the copy of such result to the concerned administrative Deptt. of the Govt./Appointing Authority. Each candidate who is permitted to appear in the examination shall be intimated about his result by the Registrar on his address given in the applications form.]

### **13A. Rechecking of the answer books.**

(a)Any candidate who has appeared at an examination conducted by the Registrar may apply to him for the scrutiny of his marks and the rechecking of his result. Such applications must be made so as to reach the Registrar within one month from the date of the declaration of the results by the Registrar.(b)All such applications must be accompanied by a fee of Rs. 10/-.(c)A candidate shall not be entitled to a refund of the fee unless his result is affected by the scrutiny.(d)The result declared after the scrutiny shall be final and communicated to the candidate and the names of those candidates whose results are affected shall be published in the Rajasthan Rajpatra.

## **14. Invigilators.**

- The Registrar will appoint examination Superintendents and invigilators for each Centre where examination is to be held.

## **15. Unfair Practices.**

- An employee, who, either at the time of the examination or subsequently, is found to have used unfair practices will be considered to have filed entirely at the examination. His case may also be reported by the Registrar to the Government for such further action as may be considered necessary.

## **16. Permission to leave Examination Room.**

- No Examinee will be permitted to leave the examination room before handing over his answer paper except in the company of an Invigilator who will ensure that during his absence from the examination room the examinee has no opportunity of obtaining any information relating to the question paper. On no account whatever will an examinee be permitted to alter or add to his answer when he has once surrendered his answer book to the Invigilator.

## **17. Syllabus.**

- The Syllabus for the Departmental Examinations in each service shall be such as may be prescribed by the Government and published by the Registrar in the Rajasthan Rajpatra from time to time. The minimum pass marks in each subject etc. shall be 45%. Provided that where a candidate fails by one mark in any one or more papers or by not more than 5 marks in the aggregate, he shall be declared successful by awarding him one mark as a grace mark in the paper or in each paper in which he has failed or not more than 5 marks in the aggregate, subject to the condition that the total number of such grace marks to be awarded in a paper or in each paper and in the aggregate taken together shall not exceed 5 marks.

## **18. Exemptions from Examinations.**

- [(1) Government employees who have attained the age of 45 years on the date of appointment to the service for which the Departmental Examination is to be conducted, are exempted from appearing at the departmental examinations.] [Substituted by No. F. 5(5) DOP/A-II/78, 13-1-93.] (2) Government employees who have already passed a Departmental Examination held by the Government of India or any other State Government or by the appointing authority in Rajasthan may be exempted by the appointing authority from appearing at all or some of the subjects at the Departmental Examinations provided such an examination is held by the Government to be equivalent to the Departmental Examinations prescribed under these rules. (3) The Registrar may exempt persons holding specified qualifications from appearing at some specified papers. (Example- Law Graduates may be exempted from Departmental Examinations in Criminal & Civil Law.) (4) An employee who has passed an Examination prescribed for higher service while holding appointment in a lower service in accordance with item (iii) of Rule 8 will be exempted from appearing again for the same paper. Note.- Except those whose cases are covered under sub-rule (1) of this rule all other claiming exemption under sub-rules (2), (3) and (4) of this rule should apply to the appointing authority for exemption. (5) Government employees, who passed the High School or equivalent Examination in Hindi, shall be exempted from appearing in the Hindi paper of the Departmental Examination.

## **19. Number of chances for appearing at the examination.**

- An employee will be given 3 chances to pass the Departmental Examinations in all the subjects he is required under these rules to do, provided he avails of these chances within 3 years of his

becoming eligible for the examination or the first examination held under these rules whichever is later. Provided that during the period of 3 years of his becoming eligible, if such examination is not held during any year or he is prevented from appearing in an examination due to reasons beyond his control, which may be certified as genuine by the Head of Department, the restriction of three chances and the maximum period of 3 years shall be extended to that extent. The above extension of limits and restriction on chances to appear in the examination shall, in the case of probationers, however, be limited to the maximum period of probation or the extended period of probation under the respective Service Rules or condition of such appointment. Any person who fails but obtains 45% or more marks in any subject (s) shall be exempted from appearing in that subject(s) at the subsequent Examination.

## **20. T.A. & D.A.**

- Travelling and daily allowances for the journey from the headquarters of the officer to the place of the examination and back will be granted according to the Rules on production of a certificate from the Examination Superintendent in the form given in Schedule V.

## **21. Honorarium payable to Paper setters. Examiners, Superintendents of Examinations and Invigilators.**

- The Registrar shall arrange for payment of honorarium to the paper setters, Examiners, Examination Superintendents and Invigilators in accordance with the scales approved by the Government.

## **22. Penalty for not passing the Departmental Examinations.**

(1) A Government servant appointed on probation will not be confirmed unless he passes, in not more than 3 attempts, the Departmental Examinations prescribed for the service to which he belongs unless he is exempted under rule 18. (2) Deleted. (3) A person appointed temporarily on ad hoc basis or appointed temporarily after due selection by an appointing authority shall not be allowed to cross efficiency bar unless he passes the prescribed Departmental Examination. (4) A person appointed on temporary/officiating basis after due selection shall be reverted to the lower post on which he holds lien or discharged from Service if he fails to pass the Departmental Examinations in three chances within 3 years as required under rule 19: Provided that persons who could not get any chance of appearing in the Departmental Examination upto the date of the notification, shall also be allowed three chances: Provided further that the person who have already availed three chances before coming into force of this amendment shall be given one more opportunity to appear in the Departmental Examinations. (5) Notwithstanding anything contained in any other Service rules, no person shall be considered for promotion to the next higher post or category of posts, except on an urgent temporary or officiating basis, unless he has passed the prescribed Departmental Examination for promotion. If any, held prior to such selection or he has been exempted from appearing in such examination under rule 18 of these rules. If the prescribed Departmental Examination is not held during a year or before such promotions are considered,

whichever is later, persons otherwise eligible for promotion may be considered provisionally for promotion on officiating basis, but they shall not be appointed on substantive basis unless they pass such examination in the first available opportunity and on failing to do so they shall be reverted to the post held by them prior to such promotion. If an official is prevented from appearing in such examination in the first available opportunity due to reasons beyond his control, and the concerned Appointing Authority is satisfied about such reasons, he may be allowed one more opportunity only. In such event the person concerned shall be entitled to the restoration of his original seniority on passing the prescribed Departmental Examination.

### **23. Advance Increments.**

- An employee who appears and passes in all the subjects in the first attempt and secures 1st or 2nd position in the Departmental Examinations held up to the end of 1962 will be given one advance increment. For the purpose of this rule the date of passing the examination will be the first day of the month following that in which the examination is held.

### **24. Power to relax rules.**

- In exceptional cases where the Administrative Department of the Government is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these rule with respect to age or experience of any persons, it may with the concurrence of the Department of Personnel and Administrative Reforms and in consultation with the Commission by orders dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favourable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the [Administrative Department Concerned] [Substituted by No. F. 11(2) DOP/A-II/75, 18-8-82.].

I

Application Form for Appearing at the Departmental Examination[See Rule 9(1)]

**1. Name of Applicant (in block letters).**

**2. Father's name.**

**3. Date of Birth.**

**4. Service to which he belongs (Please also indicate in brackets whether the applicant's appointment to the service is on probation or in officiating or substantive capacity).**

**5. Designation and place of posting.**

**6. Whether the applicant had appeared at any Departmental Examination held under these rules before, if so in which years and in which papers he has already passed.**

**7. Registered No. at the last examination, if any.**

**8. The name of the service for the Departmental Examination of which the applicant wishes to appear at the forthcoming examination.**

**9. Papers of which he wishes to appear (Please write in words).**

(1) (6)

(2) (7)

(3) (8)

(4) (9)

(5) (10)

Date.....Signature & Designation of the applicantFull address .....Signatures  
attested and application forwarded to the Registrar, Departmental Examination Rajasthan,  
Secretariat, Jaipur.(Signature of the applicant's next superior officer).Designation.Government of  
RajasthanRegister of Departmental Examinations

Registered No. Roll No.

Shri/Shrimati ..... of ..... Service at present hold the post of .....  
at..... is permitted to appear at the Departmental Examination to be held from (date..... 19  
....) at.....Centre.....His/Her Roll Number will be as given above. A reference to this  
should be given in all future correspondence.Registrar.Departmental Examinations,Appointments  
Department, Rajasthan.

**II**

[See Rule 11(3)]Account of the answer books supplied by Registrar.The following is the account of  
the blank answer books received for the Departmental Examination for the following service:-

S. No.	Name of Service	No. of blank answer books received.	No. of answer books issued to examinees.	No. of blank answer	Remarks.
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books  
returned.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Enclosures. Blank answer books.

Signature and Designation  
DatePlace ofSuperintendent  
ofExamination.

### III

[See Rule 12 (3)]Certified that the sealed packet containing examination papers in .....(Subject was opened at..... (Hours) on..... in the presence of the undersigned. The seals and the packet were intact before these were opened.Signature of Invigilators.Signature of Examination Superintendent.

### IV

[See rule 12 (IV)]Account of the question papers received for the Departmental Examinations.The following is the account of the question papers received for the departmental Examinations for the following services: -

S. No.	Name of Service	No. of papers received.	No. of papers distributed to Examinees.	No. of papers retained for record by Superintendent, Examinations.	No. of papers returned.
1.					
2.					
3.					
4.					
5.					

6.

7.

8.

9.

10.

11.

12.

Total.

Enclosures: Examination

papers.

Date.....Place.....

Signature of the Superintendent of Examinations.

**V**

[See Rule 20]Certificate required for drawing T.A. & D.A. for having appeared at the Departmental Examinations.Certified that Shri/Shrimati .....(Name and designation)..... appeared at the Departmental Examinations held at..... on.....(date)Date.....Signature of Examination Superintendent.CircularSub:- Departmental Examination and training during the probation period.The General Service Rules which are under the consideration of the Government provide for a probationary period of two years for all direct recruitees and also for those who are promoted to the lowest post in the State Service. It has been keenly felt that during the probation period a training programme must invariably be planned in respect of each of recruitees of both State and Subordinate rank. It has been already decided to impart training and hold examination during the probationary period in respect of State Service.It is felt that training and departmental examination should be made compulsory in the case of Subordinate Service also, though the content and period may, of course, be different in each case. The training has to cover basic training, institutional training and if need be, field training. It is, therefore, requested that a- syllabus of the Departmental Examination may kindly be prepared in consultation with the Director, HCM, SIPA, and forwarded to this Department urgently.[D.O.P Notification No. F. 5(9) DOP/A-II/83, dated 2-1-84.]