

The Rajasthan Administrative Service Rules, 1954

RAJASTHAN

India

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Rule

THE-RAJASTHAN-ADMINISTRATIVE-SERVICE-RULES-1954 of 1954

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The Rajasthan Administrative Service Rules, 1954Published vide Notification No. F. 21(4) Appts.(C)/53 dated 9th July, 1954, published in the Rajasthan Rajpatra, Part 4-C, dated 9th July, 1954In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, His Highness, the Rajpramukh of Rajasthan makes the following rules, regarding recruitment to posts in, and conditions of service of persons appointed to the Rajasthan Administrative Service.

Part I – General

1. Short title and commencement.

- These Rules may be called the Rajasthan Administrative Service Rules, 1954, and shall come into force at once.

2. Supersession of existing rules and orders.

- All existing rules and orders in relation to matters covered by these Rules stand superseded, but any action taken by or in pursuance of such existing rules and orders shall be deemed to have been taken under these Rules.

3. Status of the Service.

- The Rajasthan Administrative Service is a State Service.

4. Definitions.

- In these Rules unless there is anything repugnant in the subject or context-(a)[Deleted.] [Deleted by No. F. 1(15)DOP/A-II/79, 30-6-81.](b)"Board" means the Board of Revenue for Rajasthan:(c)"by promotion" means by the method prescribed by rule [7(1)(b)] [Substituted by No. F. 1(15)DOP/A-II/79, 30-6-81.];(d)"by special selection" means by the method prescribed by rule [proviso (i) to rule 7] [Substituted by No. F. 1(15)DOP/A-II/79, 30-6-81.];(e)"Commission" means the Rajasthan Public Service Commission;(f)[Deleted.] [Deleted by No. F. 1(15)DOP/A-II/79, 30-6-81.];(g)"Direct recruitment" means recruitment by the method prescribed by [rule 7(i)(a)] [Substituted by No. F. 1(15)DOP/A-II/79, 30-6-81.];(h)Deleted.(i)"Government and State" mean respectively, the Government of Rajasthan and the State of Rajasthan;(ii)"Special Secretary" means the Special Secretary to the Government in Department of Personnel;(j)"Member of the Service" means a person appointed in a substantive capacity to a post in the cadre of the Service under the provisions of Rules or of any rules or orders superseded by rule 2;(k)"Schedule" means a schedule to these Rules;(l)"Service" means the Rajasthan Administrative Service; and(m)"Tehsildar" means a person appointed substantively to the post in the Rajasthan Tehsildars Service;(n)"Substantive Appointment" means an appointment made under the provisions of these Rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these Rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period;Note. - Due selection by any methods of recruitment prescribed under these Rules will include recruitment either on initial constitution of Service or in accordance with the provisions of any Rules promulgated under proviso to Article 309 of the Constitution of India, except urgent temporary appointment.(o)["Service" or "Experience" wherever prescribed in these Rules as a condition for promotion from one service to another or within the Service from one category to another or to senior posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with Rules promulgated under proviso to Article 309 of the Constitution of India; [Substituted by No. F. 6 (2) DOP/A-II/71, 29-8-82.]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.](p)["Year" means the financial year.] [Added by No. F. 7(2)DOP/A-II/81, 21-12-81 [1-4-81]]

5. Interpretation.

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

Part II – Cadre

6. [Strength. [Substituted by No. F. 1(15)DOP/A-II/79, 30-6-81.]

(1)The strength of posts in each grade of the Service shall be such as may be determined by the Government from time to time.Provided that -(i)the Government may create any post, permanent or temporary from time to time, as may be found necessary and may abolish any post in the like manner without thereby entitling any person to any compensation;(ii)the Government may leave unfilled or hold in abeyance or allow to lapse any such posts, permanent or temporary from time to time without thereby entitling any person to any compensation.]

Part III – Recruitment

7. [Sources of recruitment. [Substituted by No. F. 7(2)DOP/A-II/84, 18-12-87.]

(1)Recruitment to the Service shall be made -(a)by direct recruitment through combined competitive examination;(b)by promotion of Tehsildars.(2)Recruitment to the service by aforesaid methods shall be made in such a manner that the persons appointed to the Service by each method do not any time exceed the following percentage of the total cadre strength as sanctioned from time to time:

(a) by direct recruitment 75%

(b) by promotion 25%

Provided that-(i)the Government in Special circumstances, consider recruiting persons by special selection not exceeding 5% of the total promotion quota posts in ordinary scale of the service in any particular year.(ii)for direct recruitment by combined competitive examination, the vacancies shall be reserved for candidates who are non- gazetted employees in accordance with sub-rule (2) of rule 4 of the Rajasthan State and Subordinate Services (Direct recruitment by combined competitive examinations) Rules, 1962.(3)The expression "No person shall be appointed to the Service by Special Selection unless he be less than 45 years of age on the first day of January next following the year in which the selection is made if he is already officiating on a post encadred in the Service, he was less than 45 years of age on the date from which he has been continuously so officiating:Provided that in the case of a Scheduled Caste or of a Scheduled Tribe the crucial age shall be 48 years:Provided further that till the 1st January, 1958 this Sub-rule shall not be in force occurring below proviso (iv) to rule 11 shall be deleted.]

7A.

Notwithstanding anything contained in the recruitment, appointment, promotion, seniority and confirmation etc. of a person who joins the Army/Air Force/Navy during an Emergency shall be regulated by such orders and instructions as may be issued by the Government from time to time provided that these are regulated mutatis mutandis according to the instructions issued on the subject by the Government of India.Rule 7-A shall be deemed to have come into force with effect from 29-10-63 or from the date the respective Service Rules come into force.

8. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes.

(1) Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with the orders of the Government for such reservation in force at the time of recruitment i.e. by direct recruitment and by promotion. (2) The vacancies so reserved for promotion shall be filled in by [Seniority-cum-merit and merit] [Substituted for the words 'Merit cum seniority' by No. F. 7(4) DOP/A-II/73, 29-1-81.]. (3) In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared for direct recruitment by the Commission, for posts falling in its purview, and by the Appointing Authority in other cases, and the Departmental Promotion Committee or the Appointing Authority, as the case may be, in the case of promotees, irrespective of their relative rank as compared with other candidates. (4) Appointments shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst Scheduled Castes and Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total and thereafter such reservation would lapse: Provided that there shall be no carry forward of the vacancies in posts or class /category/group of posts in any cadre of Service to which promotions are made on the basis of "Merit" and "Seniority- cum-merit" and not by seniority-cum-merit alone, under these Rules.

8A. [Reservation of vacancies for Other Backward Classes. [Added by No. F. 7(2)DOP/A-II/93, 24-5-94 [28-9-93]]

- Reservation of vacancies for Other Backward Classes shall be in accordance with the orders of the Govt, for such reservation in force at the time of direct recruitment. In the event of non- availability of eligible and suitable candidates amongst Other Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.]

9. [Determination of vacancies. [Substituted by No. F. 7(2)DOP/A-II/81, 21-12-81 [1-4-81]]

(1)(a) Subject to the provisions of these Rules, the Appointing Authority shall determine on 1st April every year, the actual number of vacancies occurring during the financial year. (b) Where a post is to be filled in by a single method as prescribed in the rule or Schedule, the vacancies so determined shall be filled in by that method. (c) Where a post is to be filled in by more than one method as prescribed in the rules or Schedule, the apportionment of vacancies, determined under clause (a) above, to each such method shall be done maintaining the prescribed proportion for the over all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in a continuous cyclic order giving precedence to the promotion quota. (2) The

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

10. 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) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.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.

10A. [Condition of eligibility of persons migrated from other Countries to India] [Added by No. F. 2(4)DOP/A-II/79, 22-11-84.].

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

11. Age.

- A candidate for direct recruitment to the post in the junior scale in the Service must have attained the age of 21 years and must not have attained the age of [33 years] [Substituted for '31 years' by No. F. 7(2)DOP/A-II/84, 20-3-90 [25-1-90].] on the first day of January next following the last date fixed for receipt of applications:Provided:-(i)that if a candidate would have been entitled in respect of his age to appear at the examination in any year after the commencement of these Rules in which no such examination was held, he shall be deemed to be entitled in respect of his age to appear at the next following examination:(ii)that in respect of the first examination to be held under the provisions of these Rules, the upper age limit shall be 30 years except in the case of a person employed in connection with the affairs of the State, who held, in a substantive capacity, a permanent post in one of the Covenanting States or had a lien on such a post or would have held a lien, if it had not been suspended for whom the upper age limit shall be 33 years; and(iii)that in all of the above cases, the upper age limit for a candidate of Scheduled Caste or of a Scheduled Tribe shall be deemed to have been raised further by five years;(iv)that the upper age limit for jagirdars

including Jagirdars' sons who did not have any sub-Jagir for their subsistence shall be 40 years; Note. - This relaxation will remain in force for a period ending 1st January, 1964. [Deleted] [Deleted by No. F. 1(15)DOP/A-II/79, 14-6-88.]. Note. - In case of women candidates the upper age-limit shall be raised by 5 years. (v) provided that the upper age-limit for the reservists, namely the defence personnel transferred to the reserve, shall be 50 years; (vi) that the upper age limit for the political sufferer shall be 40 years till the 31st December, 1964. Explanation. - The expression "political sufferer" for the purposes of this rule shall have the meaning assigned to it under clause (iii) of rule 2 of the Rajasthan Political Sufferers Aid Rules, 1959, published in Part IV(C) of Rajasthan Gazette dated 18th June, 1959. (vii) that the upper age limit mentioned above shall be relaxable by a period equal to the Service rendered in the N.C.C. in the case of Cadet Instructors and if the resultant age does not exceed the prescribed maximum age limit by more than three years, they shall be deemed to be within the prescribed age limit; (viii) notwithstanding anything contained contrary in these Rules, in the case of persons serving in connection with the affairs of the State in substantive capacity, the upper age limit shall be 40 years for direct recruitment to posts filled in by competitive examinations or in case of posts filled in through the Commission by interview. This relaxation shall not apply to urgent temporary appointments; (ix) that the upper age-limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before his conviction and was eligible for appointment under the Rules; (x) that in the case of other ex-prisoner the upper age-limit mentioned above shall be relaxed by a period equal to the term of imprisonment served by him provided he was not overage before his conviction and was eligible for appointment under the Rules; (xi) that the Released Emergency Commissioned Officers and Short Service Commissioned Officers after release from the Army shall be deemed to be within the age-limit even though they have crossed the age-limit when they appear before the Commission had they been eligible as such at the time of their joining the Commission in the Army; (xii) [that there shall be no age limit in the case of widows and divorcee women. [Added by No. F. 7(2)DOP/A-II/84, 18-12-87.]] Explanation. - That in the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorcee.]

12. Academic qualifications.

- A candidate for direct recruitment must hold degree in Engineering or Technology, Arts, Science, Agriculture or Commerce of a University established by law in India or of a foreign university declared by Government in consultation with the Commission, to be equivalent of a degree of a University established by law in India. Explanation. - For the purpose of this rule a degree in Arts or Science does not include a degree in Medicine. Note. - Government have decided to recognise the Diploma in Rural Service awarded by the National Council of Rural Higher Education, as equivalent to the first degree of a recognised University for purposes of appointment to Services and posts under the Government for a period of five years only in the first instance, with effect from 2nd June, 1959.

13. Character.

- The character of a candidate for direct recruitment must be such as to qualify him for employment in the Service. He must produce a certificate of good character from the Principal, Academic Officer of the University or College 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 and not related to him. 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 Government as by law established, the mere conviction need not be regarded as a disqualification. (2) Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed should not be discriminated against on grounds of the previous conviction for purposes of employment in the Service. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent, After-care Home or if there are no such homes in a particular district, from the Superintendent of Police of that district. Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent, After-Care Home endorsed by the Inspector General of Prisons to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prisons 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 or bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties as a member of Service and if selected must produce a certificate to that effect from a Medical Authority notified by the Government for the purpose. The Appointing Authority may dispense with production of such certificate in the case of candidate promoted in the regular line of promotion, or who is already serving in connection with the affairs of the State if he has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him are to be comparable for efficient performance of duties of the new post and his age has not reduced his efficiency for the purpose.

14A. Employment of Irregular or Improper means.

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

Authority for selection of candidates; and(b)by the Government from employment under the Government.

15. Qualifying Service for promotion.

(1)No person shall be appointed to the Service by promotion unless he has been serving in connection with the affairs of the State, on the post from which promotion (deleted) is made, for a period of five years or more on the first day of April of the year for which promotion is made and that this period shall include continuous officiation, if any, followed by confirmation.(2)[Qualifying service for Special Selection. - No person shall be considered for recruitment to the Service by Special Selection unless:(i)He is a graduate of a University established by law in India;(ii)He has completed not less than 10 years service in connection with the affairs of the State out of which at least 3 years of service in the grade of an Assistant of the Government secretariat or equivalent grade after regular selection on 1st day of April of the year for which Special Selection is made;(iii)He is less than 45 years of age on the 1st day of April of the year of Special Selection;(iv)He is serving in connection with affairs of the State excluding Tehsildar.]

16. Canvassing.

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

Part IV – Procedure for Direct Recruitment

17. Frequency of examinations.

- A competitive examination for recruitment to the Service shall be held every year unless Government, in consultation with the Commission, decide not to hold the examination in any particular year.

18. Authority for conducting the examination and syllabus.

(1)The examination shall be conducted by the Commission and in accordance with the syllabus prescribed in. Schedule III;Provided that the syllabus may be revised by Government from time to time as it may deem fit in consultation with the Commission.(2)Subject to the provisions of sub-rule (1) the Commission may in consultation with Government, hold a combined examination for direct recruitment to the Service and to any other Service or Services.

19. Inviting of applications.

(1)On a requisition for direct recruitment to the Service having been made by Government to the Commission, the Commission shall call for applications for permission to sit at the examination by

publishing a notice to that effect in the Rajasthan Gazette or in such other manner as they may deem fit: Provided that while selecting candidates for the vacancies so advertised, the Commission may, (i) if intimation of additional requirement is sent to the Commission before the selection and (ii) if suitable persons are available, keep on their reserve list more candidates whose number shall not exceed 50% of the advertised vacancies. The names of such candidates may, on requisition, be recommended in the order of merit to the Appointing Authority within six months from the date on which the original list is forwarded to the Appointing Authority. (2) Subject to the provisions of these Rules, the Commission may issue, along with the notice or in such other manner as they may deem fit, such instructions for the guidance of the candidates as they may deem necessary, giving information among others on the following details:—(i) Number of vacancies to be filled by direct recruitment, indicating the number of vacancies reserved for candidates of Scheduled Castes and Scheduled Tribes; (ii) Date of submission of applications for permission to appear at the examination and method of submission; (iii) Qualifications required of candidates and the methods by which these qualifications shall be established; (iv) Date and place of examination; (v) Syllabus of the examination.

20. Form of application.

- The application shall be made in the form approved by the Commission and obtainable from the Secretary to the Commission on payment of such fee as the Commission may, from time to time, prescribe:

21. Admission to the examination.

(1) No candidate shall be admitted to the examination unless he holds a certificate of admission granted by the Commission. Before granting such certificate the Commission shall satisfy themselves in each case that the application has been made strictly in accordance with the provisions of these Rules: Provided that the Commission may at their discretion allow a bona fide mistakes made in the filling of the prescribed form or presentation of the application to be rectified or any certificate or certificates not furnished with the application to be furnished in good time before the commencement of the examination. (2) The number of chances which a candidate appearing at the examination can avail of shall be restricted to two. (3) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

22. Examination fee.

- [(1) A candidate for direct recruitment to the post in the Service must pay to the Commission such fee fixed by the Commission from time to time in such manner as may be indicated by them.] [Substituted by No. F. 1(15)DOP/A-II/79, 14-6-88.] (2) In case, the examination is being held under Rule 18(2), a candidate wishing to be considered for any service or services besides the Service shall pay to the Commission such additional fee or fees as the Commission may require, after consultation with Government, instead of paying the full examination fee in respect of each such service separately. (3) No claim for the refund of the examination fee shall be entertained nor the fee

shall be held in reserve for any other examination unless the candidate is not admitted to the examination by the Commission. In the latter case the amount shall be deducted by Rs.5/- before the refund is made.

23. Medical examination fee.

- Candidates who are required to appear before the Medical Board shall pay to the President of the Medical Board, a non-refundable fee of Rs. 16/-before the medical examination is held.

24. Personality and Viva Voce Examinations.

- After the marks obtained by the candidates in the written test have been received, the Commission shall call for Interview such of them as have obtained a minimum of 35% in each of the compulsory subjects and an aggregate of 45% or over of the total marks for the written test and shall award marks to each candidate, interviewed by them. In interviewing the candidates besides awarding marks in respect of character, personality, address and physique, marks shall also be awarded for the candidates' proficiency in the Rajasthani dialects and his knowledge of social customs of Rajasthan. The marks so awarded shall be added to the marks obtained in the written test by each such candidate, respectively.

25. Recommendations of the Commission.

- The Commission shall prepare a list of the candidates recommended by them for direct recruitment in order of their proficiency as disclosed by their aggregate marks. If two or more of such candidates obtain equal marks in the aggregate, the Commission shall arrange them in order of merit on the basis of their general suitability for the Service. The Commission may award grace marks upto one in any one or more of the compulsory papers and upto 3 in the aggregate to enable a candidate to qualify at the Examination who might otherwise have not qualified in the said examination: Provided (1) that the Commission shall not recommend any candidate who has failed to obtain a minimum of 33% marks in the personality and viva voce examination and a minimum of 50% marks in the aggregate. Except that the Commission may recommend candidates belonging to the Scheduled Castes and the Scheduled Tribes, who, though, fail to obtain these minimum marks, are declared by the Commission to be suitable for appointment to the Service with due regard to the maintenance of efficiency of administration. (2) that when candidates are recruited through Combined Competitive Examination in accordance with Schedule 2 of rule 18 of these Rules, the Commission while giving weight to the preference for different Services, expressed by a candidate in his application, shall have the right to recommend him for appointment to any Service for which they consider him suitable: Provided that for the posts which are to be filled through Combined Competitive Examination under the Rajasthan State and Subordinate Services (Direct Recruitment by combined Competitive Examination) Rules, 1962, the Commission may, on requisition, recommend, in the order of merit, further names in addition to the advertised vacancies against additional vacancies intimated to them by the Government or the Appointing Authority, as the case may be, before the final result of the Combined Competitive Examination is declared by the Commission.

25A.

The Commission may order scrutiny, rechecking and re-totalling of the marks obtained by a candidate, on payment of a fee of Rs. 10/- within three months of the announcement of the results, but evaluation of the answer papers shall not be re-examined.

25B. Disqualification for appointment.

(1) No male candidate who has more than one wife living shall be eligible for appointment to the Service unless Government after being satisfied that there are 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 Government after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this rule. (3) Deleted. (4) No married candidate shall be eligible for appointment to the Service, if he/she had at the time of his/her marriage accepted any dowry :Explanation. - For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961). Provided that any married candidate male or female who had no child for the last 10 years shall be exempted from the operation of this sub-rule. Explanation. - (i) For the purpose of this sub-rule a child shall include an adopted child or a step-child. (ii) For claiming exemption under the proviso to this sub-rule, the candidate shall have to produce a certificate either from Registered Medical Practitioner or swear an affidavit to the effect that the age of his or her youngest child is not less than 10 years.

26. Selection by Government.

- Subject to the provisions of rule 8 [and 8A] [Inserted by No. F. 7(2)DOP/A-II/93, 24-5-94 [28-9-93]], the Registrar shall select the candidates who stand highest in order of merit in the list prepared by the Commission under rule 25; provided that he is satisfied, after such enquiry as may be considered necessary, that such candidates are suitable in all respects for appointment to the Service.

Part V – Procedure for Recruitment by Promotion

27. Criterion for selection.

(1) For purposes of recruitment by promotion/selection/special selection, selection shall be made on the basis of Seniority-cum-merit from among all the Administrative Subordinates/Extension Officers and others who are eligible for promotion, selection and special selection respectively under the provisions of the Rules on the first day of the month of April of year of selection. Explanation. - In case direct recruitment to a post has been made earlier than regular selection for promotion in a particular year, such of the persons, who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion. (2) Deleted.

27A.

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

28. [Procedure for promotion. [Substituted vide No. F. 1(15)DOP/A-II/79, 30-6-81.]

- Subject to the provisions of rule 28B, as soon as it is decided that a certain number of posts shall be filled by promotion, the Special Secretary shall call upon the Registrar, Board of Revenue and/or the Commissioner, Devasthan Department, as the case may be, to send a list of senior most persons eligible under rule 15 for consideration of the Committee which shall consist of the following :-

- [Chairman of the Commission or a member of the Commission nominated
1. by him] [Substituted 'Chairman of the Commission' by Notification No. Chairman
G.S.R. 20, dated 25.4.2008 (w.e.f. 9.7.1954).]
 2. Chairman of the Board of Revenue Member
 3. One Head of the Department as may be nominated by the ChiefSecretary Member
[x x x] [Deleted the expression 'Senior Most' by No. F. 1(18)DOP/A-II/82,
4. 31-8-82.]Secretary to the Government in super-time scale of IAS as may be Member
nominated by the Chief Secretary.
 5. Special Secretary Member-Secretary.]
- [Deleted by No. F. 1(15)DOP/A-II/79, 30-6-81 and again new subrule (2) Inserted by No. F. 1(15)DOP/A-II/79, 14-6-88.]

28A.

Deleted.

28B. Revised Criteria, Eligibility and Procedure for promotion to Junior, Senior and other posts encadred in the Service.

(1)As soon as the Appointing Authority determines the number of vacancies [under rule 9 of these Rules] [Substituted by No. F. 1(15)DOP/A-II/79, 30-6-81.] and decides that a certain number of posts are required to be filled in by promotion, it shall, subject to provisions of sub-rule (9), prepare a correct and complete list of the senior most persons who are eligible and qualified under these Rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.(2)[For appointment to the Service by promotion, the eligible persons included in the list

mentioned in rule 28 shall be considered.] [Substituted by No. F. 1(15)DOP/A-II/79, 30-6-81.](3)No person shall be considered for first promotion in the Service unless he is substantively appointed and confirmed on the lowest post in the Service. After first promotion in the Service, for subsequent promotions to higher posts in the Service, a person shall be eligible if he has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under any Service Rules promulgated under proviso to Article 309 of the Constitution of India:Provided that for first promotion in the Service if number of persons substantively appointed and confirmed on the lowest post, equal to the number of vacancies, are not available then persons who have been appointed to the lowest post in the Service after selection in accordance with one of the methods of recruitment prescribed under these Rules, shall also be eligible if they fulfil other conditions of eligibility.Explanation. - In case direct recruitment to a post has been made earlier than regular selection by promotion in a particular year, such of the persons who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.(4)Selection for promotion in the regular line of promotion from the post/posts not included in Service to the lowest post or category of post in the Service shall be made strictly on the basis of merit and on the basis of seniority-cum-merit in the proportion of 50:50:Provided that if the Committee is satisfied that suitable persons are not available for selection by promotion strictly on the basis of merit in a particular year, selection by promotion on the basis of seniority-cum-merit may be made in the same manner as specified in these Rules.(5)Subject to the provisions of sub-rule (7), selection for promotion from the lowest post or category of post in the State Service to the next higher post or category of post in the State Service and for all posts in the Subordinate Service and in the Ministerial Services shall be made strictly on the basis of seniority-cum-merit from amongst the persons who have passed the qualifying examination, if any, prescribed under these Rules, and have put in at least five years' service, unless a different period is prescribed elsewhere in these Rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made:Provided that in the event of non-availability of the persons with the requisite period of Service of five years, the Committee may consider the persons having less than the prescribed period of service, if they fulfill the qualifications and other conditions for promotion prescribed elsewhere in these Rules, and are found otherwise suitable for promotion on the basis of seniority-cum-merit.(6)Selection for promotion to all other higher posts or higher categories of posts in the State Service shall be made on the basis of merit and on the basis of seniority-cum-merit in the proportion of 50:50:Provided that if the Committee is satisfied that suitable persons are not available for selection by promotion strictly on the basis of merit in a particular year, selection by promotion on the basis of seniority-cum-merit may be made in the same manner as specified in these Rules.Explanation. - If in a Service, in any category of post, number of posts available for promotion is an odd number then for purpose of determining the vacancies for selection by promotion on the basis of seniority-cum-merit and merit in the proportion of 50:50, the following cyclic order shall be followed:The first vacancy by seniority-cum-merit;The subsequent vacancy by merit;The cycle to be repeated.(7)Selection for promotion to the highest posts or highest categories of posts in the State Services shall always be made on the basis of merit alone.Provided that -(a)in a Service or Groups or Sections thereunder, where there are only two scales e.g. junior scale or senior scale and there is only one promotion then promotions shall be made on the basis of seniority-cum-merit alone.(b)in a Service or Groups or Sections thereunder, where there are three

scales e.g. junior scale, senior scale and selection scale and there are two promotions then promotion shall be as under:- (i) first promotion on the basis of seniority-cum-merit; (ii) second promotion on the basis of seniority-cum-merit and merit in the proportion of 50:50. (c) in Services or Groups or Sections thereunder, where there are more than two promotions then first promotion shall be made on the basis of seniority-cum-merit alone and promotions to subsequent higher posts shall be made on the basis of seniority-cum-merit and merit in the proportion of 50:50 except to the highest post. Provided further if the Committee is satisfied that suitable persons are not available for selection by promotion to highest post/posts strictly on the basis of merit in a particular year, selection by promotion to highest post/posts on the basis of seniority-cum-merit may be made in the same manner as specified in these Rules. (8) [Deleted.] [Deleted by No. F. 7(6)DOP/A-II/75, 15-7-92.] Previous position of sub-rule (8):- "(8) The persons have been selected and appointed by promotion to a post or category of post on the basis of merit, shall be eligible for promotion to the next higher post or category of post, which is to be filled in by merit, only when they have put in after regular selection at least five years' service, unless a higher period of service is prescribed elsewhere in these Rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made: Provided that the condition of five years' service shall not be applicable to a person if any person junior to him is eligible for consideration for promotion on the basis of merit: Provided further that in the event of non-availability of persons, equal to the number of vacancies to be filled in, eligible for promotion in the category of posts next lower from which promotion is made, the Committee may consider the persons having less than five years' service if they found otherwise suitable for promotion on the basis of merit alone." Explanation. - If any doubt arises about the categorisation of the post as the lowest, next higher or highest post in the Service, the matter shall be referred to the Government in the Department of Personnel and Administrative Reforms whose decision thereon shall be final. (9) [The Zone of consideration of persons eligible for promotion shall be as under:-

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

posts carrying different pay scales, eligible persons in the higher pay scales shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit in the higher pay scale then only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all].(10)Except as otherwise express!}' provided in this rule, the conditions of eligibility for promotion, constitution of the Committee and procedure for selection shall be the same as prescribed elsewhere in these Rules.(11)[(a) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules and shall prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these Rules, equal to the number of vacancies determined under rule relating to "Determination of vacancies" of these Rules. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, shall be arranged in the order of seniority on the category of posts from which selection is made.(b)The Committee shall also prepare a separate list on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in the rules, containing names of persons equal to the number of persons selected in the list prepared under (a) above to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit shall be arranged in the order of the seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the Departmental Promotion Committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the next year or till the Departmental Promotion Committee meets, whichever is earlier.(c)such lists shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other Service Records of all the candidates included in the lists as also of those not selected, if any.][Explanation. [[Substituted by No. F. 7(10)DOP/A-II/77, 30-11-91 for : 'Explanation.-For purpose of selection for promotion on the basis of merit, officers with 'Outstanding' or consistently 'Very Good' record shall only be selected and their names arranged in the order of seniority.']] - For the purpose of selection for promotion on the basis of merit no person shall be selected if he does not have "Outstanding" or "Very Good" record in at least five out of the 7 years preceding the year for which D.P.C. is held.] [Substituted by No. F. 7(2)DOP/A-II/81, 19-2-82 [1-4-81]][(11-A) If in any subsequent year, after promulgation of these Rules, vacancies relating to any earlier year are determined under sub-rule (2) of rule relating to determination of vacancies which were required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotions shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate, and the service/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which he would have derived at the time of his promotion but no arrears of pay shall be allowed to him.] [Substituted by No. F. 5(3)DOP/A-II/77, 18-8-82.][(11-B) The Government or the Appointing Authority may order for the review of the proceedings of the D.P.C. held earlier on account of some mistake or error apparent on the face of

record, or on account of factual error substantially affecting the decision of the D.P.C. or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any Court or Tribunal, or where adverse entries in the confidential reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission (where Commission is associated) shall always be obtained before holding the meeting of the review D.P.C.] [Added by No. F. 7(1)DOP/A-II/86, 14-6-88.](12)Where consultation with the Commission is necessary, the list prepared by the Committee shall be forwarded to the Commission by the Appointing Authority alongwith the Personal Files and Annual Confidential Rolls of all the persons whose names have been considered by the Committee.(13)The Commission shall consider the lists prepared by the Committee alongwith other relevant documents received from the Appointing Authority and, unless any change is considered necessary, shall approve the lists. In case the Commission consider it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may in its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved by the Commission shall be disturbed only with the approval of the Government.(14)Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub- rule (13) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised, as the case may be.(15)The Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceeding is under progress, at the time promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.(16)The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these Rules.

28BB. [Restriction on promotion of persons foregoing promotions. [Added by No. F. 15(16)DOP/A-II/80, 30-11-81.]

- In case a person on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental Promotion Committee, forgoes such an appointment, he shall be considered again for appointment by promotion only after a period of one year (both on the basis of urgent temporary appointment or on regular basis, on the recommendations of the Departmental Promotion Committee).]

[Substituted by No. F. 7(1)DOP/A-II/81, 6-7-83 [1-4-84].]

28C.

Deleted.

Part VI – Procedure for recruitment by Special Selection

29. Procedure for selection.

(1) The Special Secretary to Government in the Department of Personnel & Administration Reforms shall examine the cases of persons recommended from time to time and place the name of all persons who are eligible under rule 7(1)(c) and have completed qualifying service for special selection laid down in rule 15(2) before the selection committee set-up in accordance with rule 28(7). (2) The Selection Committee set up in accordance with rule 28(7) of these Rules shall consider the names placed before it under sub-rule (1) interviewing such of the candidates as it deems necessary and recommend the names of such of these officers, if any, are, in their opinion suitable for appointment to the Service. The names shall be arranged in the order of preference for appointment to the Service. (3) The list prepared by the Selection Committee if any, shall after examination by Government, be forwarded to the Commission together with the Character Rolls and Personal Files of the candidates named in the list and such other relevant information as the Selection Committee, may have collected and the Commission shall be requested to advise on their suitability for appointment to the Service. (4) On receipt of the advice of the Commission Government shall make the final selection and shall place the names of the approved list forwarded to the Commission.

Part VI – Appointment, Probation and Confirmation

30. Appointments to the Service.

- Appointments to the Service, shall be made on occurrence of substantive vacancies in the cadre by selection of persons in the manner prescribed in rule 26 from the list prepared by the Commission under rule 25 and/or by promotion of Tehsildars/Inspectors Gr. I of Devasthan Department from the list prepared under rule 28 and/or from the lists prepared under rule 29(4) in the same order in which they have been placed in the respective lists: Provided that a vacancy occurring due to resignation, removal, dismissal, death, retirement or appointment to some other Service etc. of a person appointed to the Service by direct recruitment, promotion and special selection shall be filled in by direct recruitment, promotion and special selection respectively: Provided further that vacancies occurring due to retirement etc. of a person appointed to the service by selection from Vikas Adhikaris/Extension Officer shall subject to the provisions of sub-rule (2) of rule 7 be filled in by direct recruitment.

31. Urgent Temporary Appointment.

- A vacancy in the Service which cannot be filled in immediately either by direct recruitment or by promotion under the rules may be filled in by the Government or by the Authority competent to make appointments, as the case may be, by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the 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 Service or a post in a Service for which both the methods of recruitment have been prescribed, the Government or the Authority competent to make appointments, as the case may be, shall not fill the temporary vacancy by appointing a person eligible for direct recruitment unless no suitable person eligible for promotion is available. (2) In the event of non-availability of suitable persons, fulfilling the requirements of eligibility for promotion. Government may, notwithstanding the condition of eligibility for promotion required under sub-rule (1) above, lay down general instructions for grant of permission to fill the vacancies on urgent temporary basis subject to such conditions and restrictions regarding pay and other allowances as it may direct. Such appointments shall however, be subject to concurrence of the Commission as required under the said sub-rule.

32. Appointment to senior post.

(1) In accordance with vacancies determined according to the provisions laid down in rule 9, appointment to [Senior Scale, Selection Scale and Super Time Scale] [Substituted by No. F. 1 (20)DOP/A-II/84, 17-7-87.] shall be made by Government from amongst the members of the Service [in accordance with the selection] [Inserted by No. F. 1 (20)DOP/A-II/84, 17-7-87.] having been made on the basis of merit and seniority-cum-merit [x x x] [Deleted by No. F. 1(20)DOP/A-II/84, 12-12-84.] on the recommendations of a Committee which shall consist of the following:-

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| 1. | [Chairman of the Commission or a member of the Commission nominated by him]
[Substituted 'Chairman, Rajasthan Public Service Commission' by Notification No. G.S.R. 20, dated 25.4.2008 (w.e.f. 9.7.1954).]
[Deleted] [Deleted by No. F. 1(20)DOP/A-II/84, 12-12-84.] | Chairman. |
| 2. | Chairman, Board of Revenue ... | Member |
| 3. [[Deleted the expression 'A senior' by No. F. 1(20)DOP/A-II/84, 12-12-84.] | Secretary to Government in supertime scale of the Indian Administrative Service as may be nominated by the State Government
[Deleted the expression 'A senior' by No. F. 1(20)DOP/A-II/84, 12-12-84.] | Member] [Deleted the expression 'A senior' by No. F. 1(20)DOP/A-II/84, 12-12-84.] |
| 4. | Special Secretary to Government in the Department of Personnel | Member-Secretary. |

Provided that in case any Member or Member-Secretary, as the case may be, constituting the Committee has not been appointed to the post concerned, the officer holding charge of the post for the time being shall be the Member or Member-Secretary, as the case may be, of the Committee. (2) Except as provided in this rule, the procedure and the principles for selection by

merit shall, in so far as it may apply, be the same as provided in rule 28B. For selection by seniority-cum-merit, the Committee shall consider the cases of all the persons eligible for promotion by examining their Confidential Rolls and Personal Files and interviewing such of them as they may deem necessary, and shall select a number of candidates equal to the number of vacancies likely to be filled by promotion by seniority-cum-merit: Provided (1) that appointment to the senior or selection grade post [on super time scale post] [Inserted by No. F. 1 (20)DOP/A-II/84, 17-7-87.] may be made by Government by appointing thereto temporarily a person eligible for appointment by the promotion to the Service under the provisions of these Rules. (2) No appointment made under Proviso (1) above shall be continued beyond a period of one year without referring it to the Commission for their concurrence and shall be terminated immediately on their refusal to concur. (3) [No member of the Service who has not completed 3 years service on the selection scale posts and 20 years service in all on the posts included in the Service shall be eligible for appointment on the super time scale posts.] [Added by No. F. 1(20)DOP/A-II/84, 12-12-89.]

32A.

Notwithstanding anything contained in rule 32, the Released Emergency Commissioned Officers or Short Service Commissioned Officers who have been appointed to the Service in accordance with the Rajasthan Civil Services (Recruitment of Released Emergency Commissioned Officers and Short Service Commissioned Officers) Rules, 1968 and who have not put in the requisite period of Service or experience as required in these Rules for appointment by promotion to higher posts shall be considered for promotion for such higher posts if:-(i) they have successfully completed the period of probation; and (ii) the total Service reckoned from the deemed date of their appointment is not less than the period of Service required for promotion to higher posts. Note. - Deemed date of appointment in relation to a Released Emergency Commissioned Officer or a Short Service Commissioned Officer shall be the date of his appointment in the army as an Emergency Commissioned Officer or a Short Service Commissioned Officer.

32AA. Appointments of Officers of the Indian Administrative Service to cadre posts.

- A vacant post in cadre of the Service may be filled temporarily by Government by the appointment thereto of an Officer of the Rajasthan cadre of the Indian Administrative Service provided that no such appointment shall be continued beyond a period of six months without obtaining the concurrence of the Commission.

32B. Appointment of retired Officers to cadre posts.

- A vacant post in the cadre of the Service may be filled temporarily by Government by appointing thereto a retired member of the Service, reemployed for a fixed period not exceeding two years; provided that no such appointment shall be continued beyond a period of six months without the concurrence of the Commission.

32C. Holding of more than one cadre post by a cadre Officer.

- Government may, for the purpose of facilitating leave arrangements or for making temporary appointments, direct that any two cadre posts or a cadre post and any other full time post under Government may be held simultaneously by one single member of the Service, provided that, notwithstanding the provisions of rules 35 and 50 of the Rajasthan Service Rules, the period during which a member of the Service holds more than one post shall not exceed six months. Note. - Posts of Administrators of superseded Municipal Boards will not be considered as posts under Government for purpose of this rule.

33. Seniority.

(1) Seniority of persons appointed to the lowest post of the Service or lowest categories of posts in each of the Groups/Sections of the Service, as the case may be, shall be determined from the date of confirmation of such persons to the said post but in respect of persons appointed by promotion to other higher posts in the Service or other higher categories of posts in each of the Groups/Sections in the Service, as the case may be, shall be determined from the date of their regular selection to such posts: Provided - (i) that the seniority inter se of members of the persons appointed to the service before the commencement of these Rules shall be such as may have been determined or hereafter be determined by the State Government in accordance with principles and instructions set out in Schedule V; (ii) that the persons who are appointed to the Service by promotion and by special selection during a year or whose appointment is deemed to have been made during a particular year in term of the provisions of the Rajasthan Service (Recruitment by promotion against vacancies of earlier years) Rules, 1972 shall rank senior to those appointed by direct recruitment during the year. Persons appointed to the service by promotion deemed to have been so appointed in a particular year shall rank senior to those appointed or deemed to have been appointed by Special Selection during the same year. Persons appointed to a service by promotion from Tehsildars shall rank senior to the one appointed by promotion from the post of Inspector Grade-I of Devasthan Department during the same year. (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: [Figures (iii), (iv) and (v) deleted and renumbered the figures '(vi) and (vii)' by No. F. 1(15)DOP/A-II/79, 30-6-81.] 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 seniority inter se of the persons appointed to the Service on the result of one and the same examination, except those who do not join the Service when a vacancy is offered to them, shall follow the order in which they have been placed in the list prepared by the Commission under rule 25; (viii) Deleted.] (2) In determining seniority of persons appointed to the Service in accordance with the provisions of sub-rule (1) Government, if satisfied of any error or omission having been made in the seniority list (in consequence of incorrect data supplied by the persons appointed to the Service or otherwise) shall have the power: - (i) to fit in and adjust any person so appointed at such position therein as it may deem just and proper, and (ii) to alter the position for the time being of any such person in the said list: Provided - that changes in the seniority list of persons covered by proviso (i) of sub-rule (1) will not be made by Government after 31-12-58.

2. This will have effect from the 9th day of July, 1954.

34. Period of Probation.

(1) All persons appointed to the Service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the Service by promotion/special selection against a substantive vacancy shall be placed on probation for a period of one year: Provided that- (i) Such of them as have, previous to their appointment by promotion "special selection" or by direct recruitment against a substantive vacancy, officiated temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their preference in respective quota or reservation in recruitment: (ii) any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation. (2) During the period of probation specified in sub-rule (1), each probationer may be required to pass such Departmental Examination and to undergo such training as the Government may, from time to time, specify. Explanation. - In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end one day earlier on the date immediately preceding the date of his death or retirement from Government service. The condition of passing the Departmental Examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.

34A. [Confirmation in certain cases. [Substituted by No. F. 2(4)DOP/A-II/79, 22-11-84.]

(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the Service temporarily or on officiating basis who, after regular recruitment by any one of the methods of recruitment prescribed under these Rules, has not been confirmed, within a period of six months on completion of a period of two years' service in case he is appointed by direct recruitment or within a period of one years' service in case he is appointed by promotion, shall be entitled to be treated as confirmed in accordance with his seniority, if:-(i) he has worked on the post or higher post under the same Appointing Authority or would have so worked but for his deputation or training: (ii) he fulfills conditions as are prescribed under rule relating to Confirmation subject to the quota prescribed under these rules; and (iii) permanent vacancy is available in the department. (2) If an employee referred to in sub-rule (1) above fails to fulfill the conditions mentioned in the said sub-rule, the period mentioned in sub-rule (1) above, may be extended as prescribed for a probationer under the Rajasthan Civil Services (Departmental Examination) Rules, 1959 and any other rules or by one year, whichever is longer. If the employee still fails to fulfil the conditions mentioned in sub-rule (1)' above, he will be liable to be discharged or terminated from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled. (3) The employee referred to in sub-rule (1) above, shall not be debarred from confirmation after the said period of service if no reasons to the contrary about the satisfactory performance of his work are communicated to him within the said period of service. (4) The reasons

for not confirming of any employee referred to in sub-rule (1) above shall be recorded by the Appointing Authority in his Service Book and Annual Performance Appraisal Report. Explanation. - (i) Regular recruitment for the purposes of this rule shall mean:-(a) appointment by either method of recruitment or on initial constitution of Service in accordance with the Rules made under the proviso to Article 309 of the Constitution of India: (b) appointment to the posts for which no Service Rules exists, if the posts are within the purview of the Commission, recruitment in consultation with them: (c) appointment by transfer after regular recruitment where the Service Rules specifically permit; (d) persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited: Provided that it shall not include urgent temporary appointment or officiating promotion which is subject to review and revision. (ii) Persons who hold lien on another cadre shall be eligible to be confirmed under this Rule and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years of their temporary appointment under this Rule. In the absence of any option to the contrary, they shall be deemed to have exercised option in favour of confirmation under this rule and their lien on the previous post shall cease]

35. 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, extend the period of probation by a period not exceeding one year at a time and a total extension not exceeding three years. (2) Notwithstanding anything contained in the above proviso, during the period of probation, if a probationer is placed under suspension, or disciplinary proceedings are contemplated or started against him, the period of his probation may be extended till such period the Appointing Authority thinks fit in the circumstances. (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.

36. Confirmation.

- A probationer shall be confirmed in his appointment at the end of the period of his probation if:-(a) he has passed the prescribed departmental examination, if any, completely; (b) he has passed a departmental test of proficiency in Hindi; and (c) the Government are satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation. Provided that the R.A.S. (Probationers), who have already passed Matriculation, Intermediate or B.A. Examination with Hindi as one of their subjects and also those who have passed M.A. in Hindi may be exempted from appearing in the

proficiency test in Hindi, as prescribed under rule 36(b), by the Principal, Officer's Training School, Jaipur.

Part VIII – Pay

36A.

Notwithstanding anything contained in rule 36, a probationer shall be confirmed in his appointment at the end of his period of probation even if the prescribed Departmental Examination/Training/Proficiency Test in Hindi, if any, are not held during the period of probation laid down in the rules provide-(i)he is otherwise fit for confirmation, and the(ii)period of probation expires on or before the date of publication of this Amendment in the Rajasthan Rajpatra.

37. Scale of pay.

(1)The scale of monthly pay and special pay shall be admissible to a member of the Service in accordance with rules mentioned in rule 40 of these Rules.(2)A member of the Service on promotion to selection grade shall have his pay fixed at the minimum of the selection grade or at the stage equal to his pay in the senior scale plus Rs. 200/- whichever is higher. If the amount of pay in the said scale plus Rs. 200/- does not correspond to a stage in the selection grade, the officer shall have his pay fixed at the next higher stage. After such fixation in either manner, the annual grade increment shall be allowed on the anniversary of the date of appointment to the selection grade.

38. Pay during probation.

- Pay during probation shall be regulated by rule 27-A of the Rajasthan Service Rules.

39. Criteria for crossing efficiency bar.

- No member of the Service shall be allowed to cross an efficiency bar unless in the opinion of Government he has worked satisfactorily and his integrity is unquestionable.

Part IX – Other Provisions

40. Regulation of leave, allowances, pension etc.

- Except as provided in these Rules, the pay, allowances, pensions, leave and other conditions of service of the members of the Service shall be regulated by:-(1)The Rajasthan Travelling Allowance Rules, 1971, as amended up- to date;(2)The Rajasthan Civil Services (Unification of Pay Scales) rules, 1950, as amended up-to date;(3)The Rajasthan Civil Services (Rationalisation of Pay Scales) Rules, 1956, as amended up-to date;(4)The Rajasthan Service Rules, 1951, as amended up-to date;(5)The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended

up-to date:(6)The Rajasthan Civil Services (Revised Pay) Rules, 1961, as amended up-to date; and(7)Any other Rules prescribing general conditions of Service made by the appropriate authority under the proviso to Articles 309 of the Constitution of India for the time being in force.Note. - The rule 40 shall come into force with effect from 17-3-1961.

41. Power to relax rules.

- In exceptional cases where the Administrative Department of the Government is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these Rules with respect to age or experience of any persons, it may with the concurrence of the Department of Personnel and Administrative Reforms and in consultation with the Commission by orders dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favourable than the provisions already contained in these rules, such case of relaxation shall be referred to the Rajasthan Public Service Commission by the [Administrative Department concerned.] [Substituted words 'Department of Personnel & Administrative Reforms (Department of Personal-A Group II)' by No. F. 1 1(2)DOP/A-II/75, 18-8-82.]

I

The strength of the Service and the nature of post in it.(See rule 6)I. Selection Scale posts in the grade of Rs. 1500-50-1650-60-1830-70-1900

S. No.	Name of post	No. of posts
1.	Commissioner, Devasthan	1
2.	Director, Local Bodies	1
3.	Director of Training (Panchayat & Development)	1
4.	Director, Social Welfare	1
5.	Principal, all Purposes Revenue Training School	1
6.	Revenue Appellate Authority	6
7.	Additional Commissioner, Settlement	1
8.	Addl. Commissioner, Famine Relief and Ex-Officio Dy.Secretary to Government	1
9.	Addl. Commissioner (Hq.), Colonisation	1
10.	Addl. Commissioner-cum-Revenue Appellate Authority	1
11.	Addl. Commissioner, Departmental Enquiries	1
12.	Addl. Commissioner, (Development of R.C.P. Command Area) inthe office of Colonisation Commissioner	1
13.	Addl. Commissioner, Transport	1

14.	Addl. Director, Ayurved	1
15.	Addl. Director, Tourism	1
16.	Joint Director, Mines & Geology	1
17.	Dy. Commr. (Adm.), Panchayat & Development	1
18.	Dy. Commr. (Adm.) (Hq.) Commercial Taxes	1
19.	Dy. Commr. (Adm.) Commercial Taxes	3
20.	Dy. Commr. (Appeals), Commercial Taxes	6
21.	Dy. Commr. (Appeals), Transport Deptt.	2
22.	Dy. Commr. (Hr.) Excise Department	1
23.	Dy. Commr., Food & Ex-Officio Dy. Secretary to Government.	1
24.	Dy. Commr., State Enterprises & Ex-Officio Dy. Secretary to Government,	1
25.	Dy. Secretary to Government	7
26.	Dy. Secretary to Chief Minister	1
27.	Settlement Officer	6
28.	Secretary. Panchayat Samiti & Zila Parishad Service Selection Committee	1
29.	Secretary, Desert Development Board	1
30.	Secretary, Tribal Area Div. Commission	1
	Total I	54

II. Senior Scale posts in the grade of Rs. 1150-50-1650.

S.No.	Name of the Posts	No. of posts
1.	Addl. Collector & Addl. Distt. Magistrate	16
2.	Addl. Collector & Addl. Distt. Magistrate-cum Secretary Mandi Committee	2
3.	Addl. Collector, Command Level Strengthening of Revenue Machinery, Chambal Command Area	2
4.	Addl. district Development Officer & Ex-Officio Secretary, Zila Parishad	16
5.	Dy. Commissioner, Panchayat & Development & Ex-Officio Under Secretary to Government	3
6.	Dy. Commissioner, Excise	1
7.	Dy. Commissioner (Prohibition), Excise Deptt.	1
8.	Dy. Commissioner, Colonisation	4
9.	Dy. Commissioner, Relief & Ex-Officio Under Secretary to Government	1
10.	Dy. Commissioner, Transport	2
11.	Dy. Commissioner Area Development, R.C.P.	1
12.	Dy. Commissioner, Desert Development	1
13.	Dy. Director, (Adm.) State Insurance	1
14.	Dy. Director, Social Welfare Department	2
15.	Dy. Director, Local Bodies & Ex-Officio Under Secretary to Government	1

16.	Dy. Director, N.C.C.	1
17.	Dy. Director, H.C.M. Institute of Pub. Admn.	1
18.	Dy. Director (Hq.), Lands & Buildings Tax	1
19.	Dy. Director (Adm.), urban Land Deptt.	1
20.	Dy. Collector, Jagir Deptt.	2
21.	Dy. Secretary to Government	2
22.	Dy. Insp. General, Regn. & Supdt. of Stamps	1
23.	Dy. Registrar, Board of Revenue	3
24.	City Magistrate	8
25.	Commercial Taxes Officer	13
26.	District Excise Officer	5
27.	Regional Transport Officer	5
28.	District Supply Officer	6
29.	Principal, State Institute of Community Development & Panchayat Raj.	1
30.	Senior Staff Officer, Civil Defence Orgn.	1
31.	Land Acquisition Officer	1
32.	Presenting Officer, Departmental Enquiries	1
33.	Settlement Officer	1
34.	Dy. Commr. Food & Civil Supplies in the office of Commr. Food & Civil Supplies Deptt. Raj., Jaipur	1
	Total II	109

III. Ordinary Scale of posts in the grade of Rs. 750-30-1020-40-1300-50-1350

S. No.	Name of Post	No. of Posts
1.	Sub-Divisional Officer	82
2.	Asstt. Collector & Executive Magistrate	30
3.	Asstt. Settlement Officer & Asstt. Land Records Officer	9
4.	Vice Principal, All Purpose Revenue Training School	1
5.	Asstt. Commr., Devasthan	4
6.	Asstt. Commr., Colonisation	12
7.	Asstt. Commr., Cum-Asstt. Secretary to Govt. Relief Department	1
8.	Asstt. Commr., Cum-Asstt. Secy., to Govt. Food & Civil Supplies Deptt.	2
9.	Asstt. Director, H.C.M. State Institute of Public Administration	2
10.	Asstt. Director, Sheep & Wool	1
11.	Asstt. Director, Local Bodies	1
12.	Excise Officer	1
13.	Inspector, Registration & Stamps	5
14.	Dy. Distt. Development Officer & Ex-Officio Secretary, Zila Parishad	10

15.	Asstt. Area Dev. Commr., Chambal Project	1
16.	District Transport Officer	3
17.	General Assistant to Collectors	26
	Total III	191
	Total of I, II & III	354.
IV.	Deputation Reserves and Reserves for holding Ex-cadre posts, posts tempo rarity encadred in RAS etc.; 40% of total duty posts	142
V.	Training Reserve 8% of total duty posts	28
VI.	Reserve for leave & suspension etc. 5% of total dutyposts	18
	Total cadre strength	542

II

(See rule 8) Order regarding representation of Scheduled Castes and Scheduled Tribes in Public Services/vide order No. F. 25(42)G.A. (A)/51, dated 19th September, 1951 as amended vide G.A.D. Order No. D. 9692/F.4(8)GA/A/50. dated the 27th July, 1956. In accordance with the provision of Article 335 of the Constitution of India, the Government of Rajasthan have been pleased to direct that (1) there shall be a general reservation of 12.5% of the vacancies for members of the Scheduled Castes and Scheduled Tribes in making appointments to the Service and posts which are filled by direct recruitment. (2) The same percentage of recruitment may be followed in respect of the members of the Scheduled Castes and Scheduled Tribes till the ultimate percentage of reservation fixed by the Government is reached. (3) In the event of non-availability of a sufficient number of candidates amongst Scheduled Castes and Scheduled Tribes in a particular year, vacancies need not be kept reserved and shall be filled in accordance with the normal procedure, but they may be carried forward and filled up in the subsequent year. In case the candidates of Scheduled Castes or Tribes are not available even in the second year for appointment against the vacancies carried forward from the previous year, vacancies will be filled in by other candidates and the deficiency will be made good in the subsequent year. If the candidates are not available in the third year also, vacancies reserved will be filled in by other candidates and the reservation on account of the deficiency shall not be carried forward for more than two years. (4) Minimum qualifications prescribed for any post will not be lowered with a view to accommodate any candidate belonging to the Scheduled Castes and Scheduled Tribes. (5) The maximum age-limit prescribed for direct recruitment in various services and posts may be extended by five years in the case of the candidates belonging to the Scheduled Castes and Scheduled Tribes.

III

Syllabus for the Competitive Examination (See rule 18)

1. A candidate must take all the Compulsory subjects and five of the Optional Subjects listed below there shall be one paper for General Knowledge and Everyday Science and two papers for English carrying the marks shown against each paper.

I. Compulsory Subjects:- Marks

1.	English:	
	Paper I-English General	50
	Paper II-English Essay	50
2.	General Knowledge and Everyday Science	100

II. Optional subjects:-

1.	Hindi	100
2.	Sanskrit	100
3.	Urdu	100
4.	Persian	100
5.	English	100
6.	Indian History I	100
7.	Indian History II	100
8.	European History	100
9.	Economics I	100
10.	Economics II	100
11.	Statistics	100
12.	Auditing & Accountancy	100
13.	Commerce	100
14.	Political Science	100
15.	Indian Constitutional History & Law	100
16.	Moral Philosophy & Metaphysics	100
17.	Indian Philosophy	100
18.	Psychology	100
19.	Pure Mathematics	100
20.	Applied Mathematics	100
21.	Physics	100
22.	Chemistry	100
23.	Botany	100
24.	Zoology	100
25.	Geology	100
26.	Geography	100
27.	Agriculture I	100
28.	Agriculture II	100
29.	Law	100
30.	International Law	100
31.	Sociology	100

- 2. Such of the candidates as qualify in the written test shall be required to appear for the personality and viva voce examination, which carries 200 marks.**
- 3. The standard of the papers will be that of a degree examination of the University of Rajasthan. A brief outline of the scope of each paper is given below for general guidance of candidates but is not intended to be exhaustive.**
- 4. All papers, unless specifically required, shall be answered in either Hindi or English.**
- 5. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.**
- 6. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.**

Scope of PapersCompulsory Subjects

- 1. English General.- The paper will be set to test the candidate's proficiency in the language.**
- 2. English Essay.- An essay to be written in English on one of the several specified subjects of general interest.**
- 3. General knowledge and Everyday Science.- Including knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any specific subject. Questions on Indian History and Geography with special reference to Rajasthan may be included.**

Optional subjects

- 1. Hindi.- Candidates will be expected to know the standard works in Hindi though questions on books of lesser importance may also be set. They will also be expected to possess a knowledge of the history of Hindi literature and such knowledge of general social history as will enable them to**

understand literature. Answers to questions must be written in Hindi in Devanagri script.

2. Sanskrit.- Candidates will be expected to show a general knowledge of the history of Classical Sanskrit Literature with special reference to the principal Classical authors and of the Prakrit used in plays. Passages may also be given for translation from Sanskrit into English and vice versa. Answers required to be written in Sanskrit must be written in Devanagri script.

3. Urdu.- Candidates will be expected to know best known books in Urdu though questions on works of lesser importance may also be set. They will also be expected to possess a knowledge of the history of the literature and such knowledge of general social history as will enable them to understand the literature. Answers to questions must be written in Urdu.

4. Persian.- Candidates will be expected to show a general knowledge of history and literature with special reference to representative classical authors. Questions may also be set on social, political and religious evolution and developments; passages may be given for translation from the language into English and vice versa.

5. English.- Candidates will be expected to show a general knowledge of the History of English Literature from the time of Spencer to 1930, with special reference to the works of the following authors:-

Shakespeare, Milton, Johnson, Dickens, Wordsworth, Keats, Carlyle, Tennyson, Hardy and Bernard Shaw. In marking the paper the importance will be attached to evidence of wide reading and independent judgment.

6. Indian History I.- Indian History from the pre-Aryan times up to 1526, A.D.

7. Indian History II.- Indian History from 1526, A.D. onwards.

8. European History.- Early European History up to French Revolution or Modern European History from French Revolution or Early British History up to 1714 or Modern British History from 1714 onwards.

9. Economics I.- Candidates will be expected to have a knowledge of Economic theory and should be prepared both to illustrate theory by facts and to analyse facts by the help of theory. Questions may also be set on the history of Economic thought.

10. Economics II.- Indian Economics, Economic conditions in India, rural economics, industry and labour, transport system, foreign trade, fiscal policy etc.

11. Statistics.- (1) Frequency distributions, averages, percentiles and simple methods of measuring, dispersion, graphic methods, treatment of qualitative data, e.g. investigation of association by comparison of ratios, the practice of graphic and algebraic and algebraic methods of interpolation.

(2) Practical methods used in the analysis and interpretation of statistics of prices, wages and incomes, trade, production and consumption, education, etc., methods of dealing with population and vital statistics, miscellaneous methods used in handling statistics of experiments or observations. (3) Elements of modern mathematical theory of statistics; frequency curves and the mathematical representation of groups generally, accuracy of sampling as affecting averages, percentages; the standard deviation, significance of observed, difference between average of groups etc., theory co-relation for two variables.

12. Auditing and Accountancy.- (1) Auditing.- The principles and procedure of auditing and their practical application to all types of trading, commercial, industrial, banking, insurance, public utility and investment undertakings. Rights and duties of Auditors Internal Audit. Investigations of actual and suspected frauds. Auditors, reports, certificates and opinions, Limitations of Audit.

(2) Accountancy.- The paper will include questions on Mahajani System of Accounts, Special problems in Partnership Accounts, Company Accounts including Amalgamation Absorption and Reconstruction, Double Account System, Bank Accounts, Royalty Accounts, Hire Purchase Agreement and Instalment System, Departmental and Branch Accounts, Depreciation, Reserves and Sinking Fund (Advance).

13. Commerce.- Industrial and Commercial Organisation, Currency, Banking and Merchantile Law.

14. Political Science.- Candidates will be expected to show a knowledge of the Political theory and its history, Political theory being understood to mean not only the theory of legislation, but also the general theory of the State Representative Government, Parliamentary and Presidential forms of Government; Unitary and Federal Governments; Communistic and Totalitarian forms of Governments.

Candidates will be expected to have knowledge of the original and development of existing Institutions.

15. Indian Constitutional History and Law.- Since 1857.

16. Moral Philosophy and metaphysics.- The subject covers the history and the theory of Ethics, Eastern and Western, and includes moral standards and their application, the problems of moral order and progress of society and the State, theories of punishment, the history of Western Philosophy with special reference to the problems of space, time and casualty, evolution and value, the nature of God.

17. Indian Philosophy.- The subject covers the philosophical conception of the Vedas, the Upnishads, and the Bhagwatgita. Buddhist and Jain developments, the six systems of Indian Philosophy, viz. the Nyaya, the Vaisesika, the Sankhya, the Yoga, the Purva Mimansa and the Vedant treated historically.

18. Psychology.- Questions will be set on General Psychology (including Educational Psychology), Abnormal Psychology and on Applied Psychology.

19. Pure Mathematics.- The subjects included will be:-

(1)Algebra, Trigonometry, and Theory of Equations with Determinants.(2)Pure Plane Geometry and Analytical Geometry of two and three dimensions.(3)Differential and Integral Calculus and Differential equations.

20. Applied Mathematics.- The subjects included will be:-

(1)Statistics (including theory) of Attractions and Potential and Hydrostatics.(2)Dynamics of particle and Elementary Rigid Dynamics.

- 21. Physics.- General proportions of matter. Sound, Heat, Light, Electricity and Magnetism.**
- 22. Chemistry.- Inorganic, Organic and Physical Chemistry.**
- 23. Botany.- Morphology, Physiology and Life histories, of the Cryptogams and Gymnosperms; Life histories of Angiosperms General Plant Physiology, Ecology, Evolution, Variations and Heredity, Economic Botany.**
- 24. Zoology.- Non-Chordata, cell and tissue, the subjects of Reproduction and Histology, General Principles of evolution, Chordata, Elementary facts about Embryology, Physiology, Geographical distribution.**
- 25. Geology.- Dynamical and Structural Geology, Paleontology, Historical Geology, Crystallography, Mineralogy, Petrology and Economic Geology.**
- 26. Geography.- Geography of the World with special reference to India. Questions may be set on topics with concern Geography jointly with other subjects such as Economics, History, Physics, Botany and Geology.**
- 27. Agriculture I.- Agronomy, Animal Husbandry and Dairy, Horticulture.**
- 28. Agriculture Economics.- Farm Management Extension.**
- 29. Law.- Constitutional Law, Jurisprudence, Torts, Indian Law of Contract, Indian Evidence Act and Indian Penal Code.**
- 30. International Law.- Including also the History of International Law and the Law of belligerents and neutrals in war.**
- 31. Sociology.- Candidates will be expected to have a knowledge of principles of Sociology including history of social thoughts. Questions will also be set on Indian Social Institutions and social conditions, in India generally.**
- 32. Public Administration.- The scope and nature of Public Administration, Principles of Organisation and Management and Administrative Controls as applied to Public Administration. Rise of Public Administration since 1850 in U.K., U.S.A., France and India. The Rules of Civil Service in a Welfare State,**

Civil Services in U.K., France and India, Recruitment and Training problems of Public Personnel Administration; the desirability of Scientific and Economic Civil Service, Relationship of the Civil Servant with the public.

The growth of Public Corporation in India. Organisation and working of Ministries of Finance, Home and External Affairs and the Planning Commission in the Government of India. Organisation and working of State Secretariats, Organisation and working of Ministries of Home, Finance and the Development department in Rajasthan. District Administration, with special reference to Rajasthan, Problems of democratic decentralisation.

IV

Form of recommendation for promotion of Administrative Subordinates to the Service.[See rule 28(2)]

1. Division

2. District

3. Name

4. Designation

5. Place of posting

6. Period with dates, if any, of officiating on a post encadred in the Service.

7. Age on 1st January following or on the date from which officiating on a post encadred in the Service as the case may be.

8. Total length of Service in a connection with the affairs of the State on 1st January last.

9. Date of substantive appointment as Administrative Subordinate.

10. Educational qualification.

11. Whether previously recommended, if so, how many times and in what years.

12. Remarks as to the integrity, personality, tact, energy, executive ability, character, judicial and other work etc. of the candidate.

Date:(Signature & Designation of therecommending authority)

V

Principles for determination of seniority inter se of persons appointed to the Service before the commencement of the Rules.(1)Officers will be placed together in different classes on an assessment of the relative, responsibility discharged on a specified date. Each officer will be placed in the class concerned on the basis of the post held by him in the Covenanting States on that date corresponding to the post included in the class. The classes of the various equated posts are given in Appendix A.(2)To compare the extent of responsibility attached to the various posts in the Units, the Covenanting States will also be classified as shown in (Appendix B) based on the degree of administrative level of the Units.(3)Following classification of the Units and posts in (1) and (2) the posts will also be equated by placing them in categories as given in (Appendix C) of the different Units. All officers holding posts in Category I will be deemed to be senior to all officers holding posts in Category II and so on. The revised seniority list will be drawn up by joining together list of officers holding posts in the various categories in consecutive order, whilst within the same category they will be arranged in the manner indicated below in sub-paragraph (5).(4)For the purpose of categorisation referred to in (1) the date will be taken as the 1st November, 1948.(5)The actual position of an officer in a category will be determined in the following manner:- (a)In the first instance seniority will be fixed with reference to the priority of confirmation on the post in the category concerned or analogous post.(b)In the case of simultaneous confirmation officer holding the first officiating appointment on the post in that category or analogous post will be senior, provided that the officiating arrangement was continuous and not in short vacancies.(c)If (a) and (b) coincide, seniority will be determined with reference to the next lower post on the same principles as in (a) and (b) above.(d)In cases of doubt, seniority will be assessed after taking all relevant factors into consideration such as qualification, experience and record of service.(6)In the case of an officer appointed after the 1st November, 1948 and before the Covenanting State was integrated with Rajasthan, seniority will be based on the formula applicable to those appointed before the 1st November, 1948 and the actual place of the officer in the category will be fixed in the same manner. In the case of an officer appointed in Rajasthan Service after the formation of Rajasthan, seniority will be determined on the basis of his substantive appointment to the Rajasthan Administrative Service from the date he held the post continuously, prior to such substantive appointment.Note.- As an instance the case of an officer who was appointed as Tehsildar in Rajasthan on the 10th April, 1949, may be cited. If he has been substantively selected as an Assistant Collector in the Rajasthan Administrative Service he will be placed in Class 'C' and category 4 in which the post in that class are equated with posts of other classes. His seniority vis-a-vis other officers in that category will be determined from the date of his appointment as Assistant Collector.A list will be drawn up of the officers selected to the Rajasthan Administrative Service applying the above formula. In doing so the inter se seniority of officers selected from a Unit, where such seniority existed, will be respected as far as practicable. If applying the formula it is found that an officer comes in a lower category as compared to his substantive appointment in the Rajasthan Administrative Service notified in the

Appointment Department Notification No. F. 1(4)Ap-ptts.(A)/51, dated the 9th April, 1951 he will be placed by virtue of such substantive appointment but at the lowest rank in that category. For instance if an officer holding a substantive appointment in the Collector's Group in the Rajasthan Administrative Service comes, according to the formula, in category 4 (in which Assistant Collectors of List I States are placed) that officer will be placed in category 3 (in which Collectors are placed). If there are two or more officers who may be thus placed in a higher category their inter se seniority will be on the basis of their seniority in the lower category concerned. Appendix 'A' Appendix contains only certain posts as illustrations posts with equivalent degree of responsibility will be placed in the appropriate class. Special Class

1. Ministers.

Class 'A' Posts

1. Chief Secretary.

2. Chairman and Members, Board of Revenue.

3. Secretaries to Government.

4. Head of Major Departments i.e.

(1) Commissioner of Division. (2) Revenue Commissioners. (3) Commissioner, customs and Excise. Class 'B' (I) Posts

1. Heads of other Departments, i.e.

(1) Commissioner, Civil Supplies. (2) Settlement Commissioner. (3) Registrar, Co-operative Societies. (4) Director, Local Bodies.

2. Collectors or Deputy Commissioners-in-charge of Districts.

Class 'B' (II) Posts

1. Deputy Secretaries to Government.

2. Deputies, Heads of Departments enumerated in Class A.

Class 'C' Posts

1. Assistant Collectors or Nazims.

2. Magistrates 1st Class and other posts of equivalent responsibility.

3. Heads or Deputy Heads of Departments and other officers with equal responsibility corresponding to that of Assistant Collectors or Nazims.

Class 'D' Posts

1. Tehsildars.

Class 'E' Posts

1. Naib-Tehsildars.

Note.- Only whole time independent charge will be considered in equating posts. An officer holding more than one post will be graded in the highest post held by him on the date fixed for equating the post of various Units. Cases where an officer held a post of greater responsibility previously and was subsequently demoted will be considered on their merits with due regard to the circumstances connected with such demotion. Appendix 'B' List I

1. Bikaner

2. Jaipur

3. Jodhpur

4. Udaipur

5. Former Rajasthan

6. Matsya.

List II

1. Alwar

2. Bharatpur

3. Kotah.

List III

1. Bundi.

2. Tonk.

List IV

1. Banswara

2. Dholpur

3. Dungarpur

4. Jhalawar

5. Kishangarh

6. Sirohi

7. Khetri

8. Sikar

List V

1. Jaisalmer

2. Karauli

3. Pratapgarh

4. Shahpura

5. Kushalgarh

6. Lawa

7. Nimrana

8. Uniara.

Appendix 'C' Table showing the proposed equation of post in Covenanting States and jurisdictional Thikanas

List of States

1	2	3	4	5	6	7	8	9	10	11
I	Special Class									
	Class A	CI.B.I.	CI.B.I.	CI.C	CI.D	CI.E				
II	Special Class	CI.A	CI.B.I.	CI.B.II	CI.C	CI.D	CI.E			
III	Special Class	CI.A	CI.B.I.	CI.B.II	CI.C	CI.D	CI.E	CI.E		
IV	Special Class			CI.A	CI.B.I	CI.B.II	CI.C	CI.B	CI.E	
V	Special Class				CI.A	CI.B.I	CI.B.II	CI.C	CI.D	CI.E

VI

Form of recommendation for selection of Extension Officers/non-R.S.T. Block Development Officers

1. Division.

2. District.

3. Block/Panchayat Sarriiti.

4. Name.

5. Designation.

6. Place of posting.

7. Period of dates, if any, of officiating as Block Development Officer.

8. Age on 1st January following or on the date from which officiating.

9. Total length of Service in connection with the affairs of the State on 1st January last.

10. Total length of Service as Extension Officer.

11. Date of substantive appointment as Extension Officer.

12. Educational qualifications.

13. Remarks as to the integrity, personality, tact, energy, executive ability, character, judicial other work, etc. of the candidate.

Signature & designation of therecommending authority.