

Rajasthan Language and Library (State and Subordinate) Service Rules, 2013

RAJASTHAN

India

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Rule

RAJASTHAN-LANGUAGE-AND-LIBRARY-STATE-AND-SUBORDINATE of 2013

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Rajasthan Language and Library (State and Subordinate) Service Rules, 2013Published vide Notification No. G.S.R. 116, dated 28.2.2013G.S.R. 116. - In exercise of the powers conferred by the proviso to Art. 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules regulating recruitment to posts in, and the conditions of service of persons appointed to the Rajasthan Language and Library (State and Subordinate) Service, namely:-Part-I General

1. Short title and commencement.

(1)These rules may be called the Rajasthan Language and Library (State and Subordinate) Service Rules, 2013.(2)These rules shall come into force with immediate effect.

2. Definitions.

- In these rules, unless the context otherwise requires,-(a)"Appointing Authority" means the State Government with respect to the posts enumerated in Schedule-I and the Director of Language and Library Department with respect to the posts enumerated in Schedule-II;(b)"Commission" means the Rajasthan Public Service Commission;(c)"Committee" means a committee constituted under Rule 29;(d)"Department" means the Language and Library Department;(e)Direct recruitment" means recruitment made according to the procedure prescribed in Part IV of these rules;(f)"Director" means the Director of Language and Library Department;(g)"Government" means the Government of Rajasthan;(h)"Member of the service" means a person appointed to a post in the service on the basis of regular selection under the provisions of these rules or the rules or

order superseded by these rules;(i)"Schedule" means the schedules appended to these rules;(j)"Service" means the Rajasthan Language and Library (State and Subordinate) Service;(k)"Service" or "Experience" wherever prescribed in these rules as a condition for promotion 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 Art. 309 of the Constitution of India;Note. - Absence during service e.g. training, leave and deputation etc. which are treated as "duty" under the Rajasthan Service Rules, 1951 shall also be counted as service for computing experience or service required for promotion;(l)"State" means the State of Rajasthan;(m)"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, or the rules or orders repealed by 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 shall include recruitment either on initial constitution of service or in accordance with the provisions of any rules promulgated under proviso to Art. 309 of the Constitution of India except urgent temporary appointment.(n)"Year" means the Financial year.

3. Interpretation.

- Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Rajasthan Act-No. VIII of 1955) shall apply for the interpretation of these rules as it applies for the interpretation of Rajasthan Act.Part-II Cadre

4. Composition and strength of the service.

(1)The nature of posts included in the service shall be as specified in column 2 of the Schedule-I or Schedule-II, as the case may be.(2)The strength of Posts in the service shall be such as may be determined by the Government from time to time:Provided that the Government may -(a)create any post permanent or temporary as may be considered necessary and may abolish any such posts in the like manner without entitling any person to any compensation: and(b)leave unfilled or hold in abeyance or abolish or allow to lapse any post, permanent or temporary without thereby entitling any person to any claim or compensation.

5. Constitution of the service.

- The service shall consist of-(a)all persons holding substantively the posts specified in the Schedule-I or Schedule-II, as the case may be, on the date of commencement of these rules:(b)all persons recruited to the service before the commencement of these rules and in case of the persons holding posts in the libraries, they have within three months from the date of commencement of these rules, opted to be governed by these rules; and(c)all persons recruited by any of the methods laid down in Rule 6 of these rules.Part-III Recruitment

6. Methods of recruitment.

(1) Recruitment to the post (s) in the service after the commencement of these rules shall be made by the following methods in the proportion as indicated in column 3 of the Schedules, namely:-(a) by direct recruitment in accordance with the provisions of Part IV of these rules; and (b) by promotion in accordance with the provisions of Part V of these rules. (2) Recruitment to the service by the aforesaid method shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the rules/ schedules of the total cadre strength sanctioned for each category from time to time: Provided-(i) that if the appointing authority is satisfied in consultation with the Commission, that suitable persons are not available for appointment by either method of recruitment in a particular year, appointment by the other method in relaxation of the prescribed proportion may be made in the same manner as specified in these rules; (ii) that 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.

7. Compassionate appointment of Dependents of the Deceased/ Permanently Incapacitated Armed Forces Service Personnel/Paramilitary Personnel.

(1) Notwithstanding anything contained in these rules, the Appointing Authority may fill the vacancies of the,-(i) Post upto pay scale number 9A (upto Pay Band PB-1 G.P. No. 10) to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of Armed Forces/ Para Military Forces belonging to the State who becomes permanently incapacitated on or after 1.4.99 in any defence operations including counter insurgency operations and operations against terrorists. (ii) Post upto pay scale number 11 (upto Pay Bank PB-2 G.P.No. 12) to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who dies on or after 1.4.99 in any defence operations including counter insurgency operations and operations against terrorists, subject to fulfillment of the educational qualifications and other service conditions prescribed under the relevant service rules and with the concurrence of Department of Personnel and the Rajasthan Public Service Commission if the post falls within the purview of the Commission. (iii) Post upto pay scale number 9 A (upto Pay Band PB-1 G.P.No. 10) to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of Armed Forces belonging to the State who died or was permanently incapacitated in war or any defence operations including counter insurgency operations and operations against terrorist during the period from 1.1.71 to 31.3.99, subject to fulfillment of the educational qualifications and other service conditions prescribed under the relevant Service Rules and with the concurrence of Department of Personnel and the Rajasthan Public Service Commission if the post falls within the purview of the Commission. Provided that-(a) if the Armed Forces/Para Military Personnel who are permanently incapacitated are capable of and desirous of obtaining employment for themselves under the State Government, employment shall be given to them. (b) if the widow or the children of the Armed Forces/Para Military Personnel who are killed or permanently incapacitated are not in a position to take up employment immediately, employment will be given to them on acquiring of

eligibility for appointment.(2)Appointment shall be given to a dependent of Armed Forces/Para Military Personnel only if any of them has not got appointment on any post under the provisions of concerned service rules prevailing in the Government of India.(3)Appointment shall not be given to such dependent if any of the other dependents of the Armed Forces/Para Military Personnel is already employed on regular basis under the Central/any State Government or Statutory board Organisation / Corporation owned or controlled wholly or partially by the Central/any State Government at the time of death of the Armed Forces/ Para Military Personnel:Provided that this condition shall not apply where the widow seeks employment of herself.(4)Such dependents shall addressed an application for the purpose of the Zila Sainik Kalyan Adhikari in the case of Armed Forces and the Officer Commanding the Para Military Unit for the Para Military Forces duly verified by the Head of the Unit where the deceased/permanently Incapacitated member of the Armed Forces/Para Military Forces was serving at the time of death/becoming permanently incapacitated. The application shall be considered in relaxation of the normal recruitment rules subject to the condition that the dependent fulfills the academic qualification and experience except for appointment to Class IV for which educational qualification shall be relaxed, and age limit prescribed for the post and also otherwise qualified for Government Service.(5)The application of such dependent shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the dependent. In the event of non availability of vacancy in the District concerned, application shall be sent, to the Divisional Commissioner who shall arrange appointment in any District under his jurisdiction. If vacant post is not available under the jurisdiction of the Divisional Commissioner then the application shall be referred by the Divisional Commissioner to the Government in the Department of Personnel for providing appointment.(6)The application shall contain the following information:-(i)Name and designation of the deceased/permanently incapacitated Armed Force/ Para Military Force personnel;(ii)Unit in which he/she was working prior to death/becoming permanently incapacitated;(iii)Date and place of death with death certificate issued by the Authority competent to declare a battle casualty or becoming permanently incapacitated: and(iv)Name, date of birth, educational qualification of the applicant and his/her relation with the deceased (with certificates).Explanation. - For purpose of this rule,-(a)"Armed Force" means the Army, Navy and Air Force of the Union:(b)"Dependent" means the spouse of the deceased/permanently/ incapacitated person, son / adopted son, unmarried daughter/unmarried adopted daughter who were wholly dependent on deceased/permanently incapacitated Armed Forces Service personnel/Para Military personnel:Note. - Adopted son I daughter means legally adopted son/daughter by the deceased/ permanently incapacitated person during his/her life.(c)"Para Military Forces" means Border Security Force, Central Reserve Police Force, Indo Tibetan Border Police and other Para Military Force as may be notified by Central and State Government, from time to time.(d)Permanently incapacitated" means a person who is covered under the definition of the term "person with disabilities" as provided in the Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act. 1995 (Act No. 1 of 1996).

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 provision of law in force at the time of recruitment i.e. by direct recruitment and promotion. (2) The vacancies so reserved for promotion shall be filled in by seniority-cum-merit and merit. (3) In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared for direct recruitment by the Commission for post 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 to their relative rank as compared with other candidates. (4) Appointments shall be made strictly in accordance with the roster prescribed separately for direct recruitment and promotion. (5) In the event of non availability of the eligible and suitable candidates amongst the Scheduled Castes or Scheduled Tribes, as the case may be for direct recruitment, in a particular year, the vacancies so reserved for them shall be carried forward to the subsequent three recruitment years. After the expiry of three recruitment years, such carried forward vacancies shall be filled in accordance with the normal procedure: Provided that if recruitment is not held in any recruitment year, such recruitment year shall not be counted for the purpose of this sub-rule. Provided further that filling up of the vacancies in accordance with the normal procedure under this sub-rule shall not affect the reservation of posts as per the post based roster and vacancies on the reserved posts available in the roster may be filled in from amongst the persons belonging to the Scheduled Castes and the Scheduled Tribes as the case may be, for which such vacancy is available in subsequent years. (6) In the event of non availability of the eligible and suitable candidates for promotion amongst the Scheduled Castes and the Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forwarded until the suitable Scheduled Castes and the Scheduled Tribes candidate (s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes candidates shall be filled by promotion from General category candidates. In exceptional cases, where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post (s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post (s) by promoting the General category candidate (s) on urgent temporary basis clearly stating in the promotion order that the General category candidate (s) who are being promoted on urgent temporary basis against the vacant post reserved for Scheduled Castes or the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate (s) of that category become available: 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 alone, under these rules.

9. Reservation of vacancies for the Backward Classes Special Backward Classes and Economically Backward Classes.

- Reservation of vacancies for the Backward Classes, Special Backward Classes and Economically Backward Classes shall be in accordance with the provision of law in force at the time of direct recruitment. In the event of non-availability of eligible and suitable candidate amongst Backward Classes, Special Backward Classes and Economically Backward Classes in a particular year, the

vacancies so reserved for them shall be filled in accordance with the normal procedure.

10. Reservation of vacancies for women.

- Reservation of vacancies for women candidates shall be 30%, category wise in direct recruitment out of which 8% shall be for widows and 2% for divorced women candidates. In the event of non-availability of the eligible and suitable widow and divorced women candidates in a particular year, the vacancies so reserved for widow and divorced women candidates shall be filled in by other women candidates and in the event of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionately in the respective category to which the women candidates belong. Explanation. - In the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorce.

11. Reservation of vacancies for outstanding sports persons.

- Reservation of vacancies for outstanding sports persons shall be 2 % of the total vacancies out side the purview of the Commission in that year, earmarked for direct recruitment. In the event of non-availability of eligible and suitable sports persons in particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for sports persons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the sports persons belong. Explanation. - 'Outstanding sportspersons' shall mean and include the sportspersons belonging to the State who have participated individual or in team in the sports and games recognized by the International Olympic Committee and Indian Olympic Association or International Championship in Badminton, Tennis, Chess and Cricket recognized by their respective National Level Association, Federation or Board, with following description for each class of the civil services:-

| Class of service | Description |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subordinate service | Has represented India in Asian Games, Asian Championship, Common Wealth Games, World Championship, World University Games, World School Games, SAARC Games, or Olympic Games where he (in an individual item) or his team (in a team event) has obtained 1st, 2nd and 3rd position. |

12. 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 1.1.1962. with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic

of Tanazania (formerly Tanganyka and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India: Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour of a certificate of eligibility has been issued by the Government in the Department of Home Affairs and Justice after proper verification.

13. Conditions of eligibility of persons migrated from other countries to India.

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

14. Determination of vacancies.

(1) 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. (2) Where a post is to be filled in by a single method as prescribed in these rules or Schedule-I or Schedule-II, as the case may be, the vacancies so determined shall be filled in by that method. (3) Where a post is to be filled in by more than one method as prescribed in these rules or Schedules, the apportionment of vacancies, determined under sub-rule (1) 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. (4) The Appointing Authority shall also determine the vacancies of earlier years, year wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in.

15. Age.

- A candidate for direct recruitment to a post enumerated in the Schedule II must have attained the age of 21 years and must not have attained the age of 35 years on the first day of January next following the last date fixed for receipt of applications: Provided that-(i) the upper age limit shall be relaxed by:-(a) 5 years in case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes and Special Backward Classes. (b) 5 years in the case of woman candidates belonging to General Category and Economically Backward Classes. (c) 10 years in case of woman candidates belonging to the Scheduled Castes Scheduled Tribes Backward Classes and Special Backward Classes. (ii) that the upper age limit mentioned above shall not apply in case of an ex-prisoner who had served under the Government on a substantive basis on any post before his conviction and was eligible for appointment under these rules; (iii) that the upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served in the case of an ex-prisoner who was not overage before his conviction and was eligible for appointment under these rules; (iv) that the upper age limit mentioned above shall be relaxed by a period equal to the

service rendered in the National Cadre Corps in the case of Cadet Instructors, if the resultant age does not exceed the prescribed maximum age limit by more than three years such candidate shall be deemed to be within the prescribed age limit;(v)that the persons appointed temporarily to a post in the service shall be deemed to be within the age limit if they were within the age limit when they were initially appointed even though they have crossed the age limit when they appear finally before the Commission and shall be allowed upto two chances had they been eligible as such at the time of their initial appointment;(vi)that the upper age limit for persons serving in connection with the affairs of the State, Panchayat Samiti and Zila Parishad and in the Public Sector undertaking corporation in substantive capacity shall be 40 years;(vii)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;(viii)that the upper age limit or reservist namely the defence personnel transferred to the reserve and the ex-service personnel shall be 50 years;(ix)that there shall be no upper age limit in the case of widow and divorced women;Explanation. - In the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorce,(x)If a candidate would have been entitled in respect of his/her age for direct recruitment in any year in which no such recruitment was held, he/she shall be deemed to be eligible in the next following recruitment, if he/she is not overage by more than 3 years.

16. Academic and technical qualifications and experience.

- A candidate for direct recruitment to the posts enumerated in the Schedule-II shall possess-(i)the qualifications and experience given in column 4 of that Schedule; and(ii)working knowledge of Hindi written in Devnagri script and knowledge of Rajasthan culture:Provided that the person who has appeared or is appearing in the final year examination of the course which is requisite educational qualification for the post as mentioned in these rules or Schedule-II for direct recruitment, shall be eligible to apply for the post but he/ she shall have to submit proof of having acquired the requisite educational qualification to the appropriate selection agency:- (a)before appearing in the main examination, where selection is made through two stages of written examination and interview;(b)before appearing in interview, where selection is made through written examination and interview;(c)before appearing in the written examination or interview where selection is made through only written examination or only interview, as the case may be.

17. Character.

- The character of a candidate for direct recruitment to the service must be such as shall qualify him for employment in the service. He must produce a certificate of good character from the principal academic officer of the University or College or School in which he was last educated and two such certificates, written not more than six month prior to the date of application, from two responsible persons not connected with his College or University or School and not relate to him.Note. - (1) A conviction by Court of Law need not itself involve the refusal of a certificate of good character. The circumstances of the conviction would be taken into account and if they involve no moral turpitude

or association with crimes of violence or with a movement which has its object to overthrow by violent means of the Government as established by law, the mere conviction need not be regarded as a disqualification.(2)Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct, have proved to be completely reformed, should not be discriminated against, on ground of their 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 the district.(3)Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent. After-care Home, or if there is no such home in a particular district, from the Superintendent of Police of that district endorsed by the Inspector General of Prisons to the effect that they are suitable for employment as they have proved to have been completely reformed by their disciplined life while in prison and by their subsequent good conduct in an After-care Home.

18. Physical Fitness.

- A candidate for direct recruitment to the service must be in good mental and 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.

19. Employment of irregular or improper means.

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

20. Canvassing.

- No recommendation for recruitment either written or oral other than that required, under these rules, shall be taken into consideration. Any attempt on the part of a candidate to enlist support

directly or indirectly for his candidature by any means may disqualify him for recruitment. Part-IV
Procedure for Direct Recruitment

21. Inviting of Application.

- Application for direct recruitment to posts in the service, shall be invited by the Commission or the Appointing Authority, as the case may be, by advertising the vacancies to be filled, in the Official Gazette or in such other manner as may be deemed fit. The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate used by the State Government from time to time during the period of probation and the scale of pay of the post as shown elsewhere in the advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in these rules: Provided that while selecting candidates for the vacancies so advertised, the Commission or the Appointing Authority, as the case may be, may, if intimation of additional requirement not exceeding 50% of the advertised vacancies, is received by it before selection, also select suitable persons to meet such additional requirement.

22. Frequency of direct recruitment.

- Direct recruitment to the posts specified in the Schedule-II shall be held at least once a year unless the Government decides that a Direct recruitment for any of these posts shall not be held in any particular year.

23. Form of Application.

- The application shall be made in the form prescribed by the Commission or the appointing authority, as the case may be, and obtainable from the Secretary to the Commission or the appointing authority, as the case may be on payment of such fee as the Commission or the Appointing Authority, as the case may be, may from time to time, prescribe.

24. Application Fee.

- A candidate for direct recruitment to a post in the service must pay the fee fixed by the Commission or the Appointing Authority, as the case may be, in such manner as may be indicated by them/it.

25. Scrutiny of applications.

- The Commission or the committee referred to in column 7 of the Schedule-II as the case may be, shall scrutinize the applications received by it and require as many candidates qualified for appointment under these rules as seem to it desirable to appear before it for interview: Provided that the decision of the Commission or the committee, as the case may be, as to the eligibility or otherwise of a candidate, shall be final.

26. Recommendation of the Commission or the Committee.

- The Commission or the Committee referred to in column 7 of the Schedule II, as the case may be shall prepare a list of the candidates, whom they consider suitable for appointment to the post concerned, arranged in order of merit and forward the same to the Government or the Appointing Authority as the case may be: Provided that Commission or the Committee, as the case may be, may also to the extent of 50% of the advertised vacancies, keep names of suitable candidates on the reserve list. The Commission or the Committee as the case may be, may, on requisition recommend such names in order of merit to the Appointing Authority within 6 months from the date on which the original list is forwarded by the Commission to the Government /Appointing Authority, as the case may be.

27. Disqualification for appointment.

(1) No male/female candidate who has more than one wife/husband living shall be eligible for appointment to the service unless the government after being satisfied that there are special grounds permissible under personal law 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) 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 No. 28 of 1961). (4) No candidate shall be eligible for appointment to the service who has more than two children on or after 1.6.2002: Provided that the candidate having more than two children shall not be deemed to be qualified for appointment so long as the number of children he/she has on 1.6.2002, does not increase: Provided further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children: Provided also that provision of this sub-rule shall not be applicable to the appointment of a widow to be made under the Rajasthan Compassionate Appointment of Dependents of Deceased Government Servants Rules, 1996: Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

28. Selection by the appointing authority.

- Subject to the provisions of Rules 8, 9 and 11 the Appointing Authority shall select candidates, who stand highest in order of merit in the list prepared by the Commission or the committee referred to in column 7 of Schedule-II under Rule 26: Provided that the inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that such candidate is suitable in all other respects for appointment to the post concerned. Part-V Procedure for Recruitment by Promotion

29. Constitution of the Departmental Promotion Committee.

- The constitution of the Departmental Promotion Committee shall be as under-

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| (a) | For post (s) falling within the purview of the Commission:- |
| (i) Chairman of the Commission or a member thereof nominated by him | Chairman |
| (ii) Principal Secretary to the Government in the Department of Personnel or his nominee not below the rank of the Deputy Secretary to the Government in the Department of Personnel | Member |
| (iii) Secretary to the Government in the Language and Library Department | Member |
| (iv) Director of Language and Library Department | Member Secretary |
| (b) | For post (s) falling outside the purview of the Commission:- |
| (i) Director of Language and Library Department | Chairman |
| (ii) Deputy Secretary to the Government Department of Language and Library Department | Member |
| (iii) Deputy Secretary to the Government in the Department of Personnel | Member |
| (iv) Establishment Officer or an officer not below the rank of Assistant Director, Department of Language and Library Department | Member Secretary |

Provided that in case any Member/ 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/Member Secretary of the Committee.

30. Criteria, eligibility and procedure for promotion.

(1) As soon as the Appointing Authority determines the number of vacancies under Rule 14 and decides that certain number of posts are required to be filled in by promotion, it shall, subject to provisions of sub-rule (6), prepare a correct and complete list of the senior most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned. (2) The persons enumerated in column 5 of the Schedules shall be eligible for promotion to posts specified against them in column 2 thereof to the extent indicated in column 3 subject to their possessing minimum qualifications and experience on the first day of the month of April of the year of selection as specified in column 6. (3) No person shall be considered for the first promotion in the service unless he is regularly selected on the post from which promotion is to be made in accordance with one of the methods of recruitment prescribed under the provisions of these rules. Explanation. - In case direct recruitment to a post has been made earlier than regular selection by promotion in a particular year, such of the persons who are or were

eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.(4)No person shall be considered for promotion for five recruitment years from the date on which his promotion becomes due. If he/she has more than two children on or after 1.6.2002:Provided that-(i)the Government servant having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she has on 1.06.2002 does not increase.(ii)where a Government Servant has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.(iii)while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.(5)Selection for promotion on the post included in the service shall be made on the basis of seniority-cum-merit:Provided that promotion on the highest post in the service if it is at least third promotion shall be made on the basis of merit:Provided further that if the Departmental Promotion Committee is satisfied that suitable persons are not available for selection by promotion to the highest post (s) strictly on the basis of merit in a particular year, selection by promotion to the highest post (s) on the basis of seniority-cum-merit may be made in the same manner as specified in these rules.(6)The zone of consideration of persons eligible for promotion shall be as under:

| (i) | Number of vacancies | Number of eligible persons to be considered |
|--------------------------------|-------------------------------------|---------------------------------------------|
| (a) for one vacancy | Five eligible persons | |
| (b) for two vacancies | Eight eligible persons | |
| (c) for three vacancies | Ten eligible persons | |
| (d) for four or more vacancies | Three times the number of vacancies | |

(ii)where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.(iii)where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to seven times the number of vacancies and the candidates belonging to the Schedule 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 vacancy reserved for them.(iv)For the highest post in a State Service-(a)if promotion is from different categories of the posts in the same pay scale eligible persons upto two in number from each category of pots in the same pay scale shall be considered for promotion;(b)if promotion is from more than one categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit or seniority-cum-merit, as the case may be, in the higher pay scale than only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all.(7)Except as otherwise expressly provided in this rule the conditions of eligibility for promotion and procedure for selection shall be the same as prescribed elsewhere in these rules.(8)The Departmental Promotion 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 to seniority-cum-merit or on the basis of merit, as the case may be as per the criteria for promotion laid down in these rules, equal to the number of vacancies determined under these rules. The list so prepared on the basis of seniority-cum-merit and/ or on the basis of merit, as the case may be, shall be arranged in the order of seniority in the category of posts from which selection is made.(9)The Departmental Promotion 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 these rules, containing number of persons selected in the list prepared under sub-rule (8) above to till temporary or permanent vacancies which may occur subsequently. The list so prepared on the basis of seniority-cum-merit or on the basis of merit shall be arranged in the order of 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 year for which t*he meeting of the or till the Departmental Promotion Committee is held.(10)Lists prepared under sub-rule (8) and (9) shall be sent to the Appointing Authority together with annual confidential Reports/Annual Performance Appraisal Reports and other Service Record of all the candidates included in the lists as also of those not selected, if any.Explanation. - For the purpose of selection for promotion on the basis of merit no person shall be selected if he does not have "Outstanding" or "Very Good" record of at least four out of the seven years preceding the year for which meeting of the committee is held.(11)If in any subsequent year, after promulgation of these rules, vacancies relating to any earlier year are determined under these rules were required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of- all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate and the service/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which he would have derived at the time of his promotion but no arrears of pay shall be allowed to him.(12)The Government or the Appointing Authority, as the case may be, may order for the review of the proceedings of the Departmental Promotion Committee held earlier on account of some mistakes or error apparent on the face of record or on account of a factual error substantially affecting the decision of the Departmental Promotion Committee or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies. Judgment/direction of any Court or Tribunal, or where adverse entries in the Confidential reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission, (where Commission is associated) shall always be obtained before holding the meeting of the review Departmental Promotion Committee.(13)Where consultation with the Commission is necessary, the lists prepared by the Committee shall be forwarded to Commission by the Appointing Authority along with the personal files and Annual Confidential Rolls/ Annual Performance Appraisal Reports of all the persons whose names have been considered by the Committee.(14)The Commission shall consider the lists prepared by the Committee along with other relevant documents received from the Appointing Authority, and unless

any change is considered necessary, shall approve the lists. In case the Commission considers it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may be, 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.(15)Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (14) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised or remained in force, as the case, may be.(16)The Government may issued 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 suspension or pendency of such enquiry or proceedings.(17)The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provisions of these rules.

31. Restriction on promotion of persons foregoing promotions.

- In case a person, on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental Promotion Committee, fore goes such an appointment though his written request and if the concerned appointing authority accepts his/her request, the person concerned shall be debarred from consideration for promotion (both on the basis urgent temporary appointment or on regular basis) for subsequent two recruitment years for which the meeting of committee is held and the name of such Peron who forgoes promotion shall not be included in the seniority-cum-eligibility list to be placed before the committee for subsequent two recruitment years.Part-VI Appointment, Probation and Confirmation

32. Appointments to the Service.

- Appointments to the posts in the service by direct recruitment or by promotion, as the case may be shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under Rule 28 in the order of merit and by promotion from the persons selected under Rule 30.

33. Urgent temporary appointment.

(1)A vacancy in the service which cannot be filled in immediately either by direct recruitment or by promotion under these 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:-(i)such an appointment shall 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.(ii)in respect of the service or a post in the service for which both the methods of recruitment have been prescribed, the Government or the Appointing Authority, as the case may be, to make appointment shall not, save with the specific permission of the Government in the Department of Personnel in the case of State Service and Government in the Administrative Department concerned in respect of other services fill the temporary vacancy against the direct recruitment quota by a whole time appointment for a period not exceeding three months, otherwise than out of person eligible for direct recruitment and after a short term advertisement.(2)In the event of non-availability of suitable persons, fulfilling the requirements of eligibility for promotion Government may, notwithstanding the 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.

34. Seniority.

- Seniority of persons appointed to the post encadred in the service shall be determined from the date of appointment on the post after regular selection in accordance with the provisions of these rules. Appointment on ad-hoc or urgent temporary basis shall not be deemed to be appointment after regular selection: Provided that, -(i) the inter se seniority of persons appointed to posts in a particular category by direct recruitment on the basis of one and the same selection, except those who do not join service when a post is offered to them within a period of 6 weeks from the date of issue of order or longer, if extended by the Appointing Authority, shall follow in the order in which they have been placed in the list prepared under Rule 26; (ii) if two or more persons are appointed to the service during the same year, a person appointed by promotion shall be senior to a person appointed by direct recruitment; (iii) persons selected and appointed as a result of 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: (a) that 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 the next below grade. (b) that reservation for Scheduled Castes and Scheduled Tribes employees, with consequential seniority, shall continue till the roster points are exhausted, and adequacy of promotion is achieved. Once the roster points are complete the theory of replacement shall thereafter be exercised in promotion whenever vacancies earmarked for Scheduled Castes / Scheduled Tribes employees occur. If on the application of these provisions the Scheduled Castes / Scheduled Tribes employees who had been promoted earlier and are found in excess of the adequacy level, shall not be reverted and shall continue on ad-hoc basis, and also any employee, who had been promoted in pursuance to Notification No. F 7(1) DOP/A-II/96 dt. 1.4.1997 shall not be reverted. Explanation. - "Adequate representation" means 16% representation of the Scheduled Castes and 12% representation of the Scheduled Tribes in accordance with the roster point.

35. Period of probation.

(1) A person entering the service by direct recruitment against a clear vacancy shall be placed as probationer trainee for a period of 2 years: Provided that any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation. (2) During the period of probation specified in sub-rule (1), each probationer-trainee may be required to pass such Departmental Examination and to undergo such training as the Government may from time to time specify.

36. Pay during probation.

- A probationer-trainee appointed to the service by direct recruitment, shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Government from time to time: Provided that an employee having been regularly selected as per provisions of recruitment rules in the Government service may be allowed emoluments in his/her own pay scale in the* existing pay scale of the post during service as probationer-trainee as fixed remuneration of the new post, whichever is advantageous to him/her.

37. Confirmation in certain cases.

(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the service temporarily or on officiating basis, who, after regular recruitment by any one of the methods of recruitment prescribed under these rules, has not been confirmed within a period of six months after satisfactory completion of the period of probation 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 of higher post under the same Appointing Authority or would have so worked but for his deputation or training. (ii) he fulfils conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these rules; and (iii) permanent vacancy is available in the Department. (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 probation or under the Rajasthan Civil Services (Departmental Examination) Rules, 1959 and any other rules or by one year, whichever is longer. If the employee still fails to fulfill the conditions mentioned in sub-rule (1) above he will be liable to be discharged or terminated from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled. (3) The employee referred to in sub-rule (1) above, shall not be debarred from confirmation after the said period of service if no reasons to the contrary about the satisfactory performance of his work are communicated to him within the said period of service. (4) The reasons for not confirming of any employee referred to in sub-rule (1) above shall be recorded by the Appointing Authority in his Service Book and Annual Performance Appraisal report. Explanation. - (i) Regular recruitment for the purpose of this rule shall mean, - (a) appointment by either method of recruitment on initial constitution of service in accordance with the Rules made under the proviso to Art. 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 included urgent temporary appointment or officiating promotion which, is subject to review and revision.(ii)Persons who hold lien on another cadre shall be eligible to be confirmed under this rule and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years to 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.

38. Unsatisfactory progress during probation.

- If it appears to the Appointing Authority at any time, during or at the end of the period of probation, that services of a probationer-trainee are not found to be satisfactory, the Appointing Authority may revert him/her to the post on which he/she is regularly selected immediately preceding his/her appointment as probationer trainee or in other cases may discharge or terminated him/her from service. The Appointing Authority shall accord appropriate opportunity to the probationer trainee before final orders are passed in this respect.Provided that the Appointing Authority may, if it so thinks fit in any case or class of cases extend the period of probation of any probationer-trainee by a specified period not exceeding one year.

39. Confirmation.

- A person placed on probation under Rule 35 shall be confirmed in his appointment at the end of his period of probation if-(a)he/she has passed the departmental examination and has successfully undergone such training as government may from time to time, specify.(b)he/she has passed a departmental test of proficiency in Hindi; and(c)the Appointing Authority is satisfied that his/her integrity is un-questionable and that he/she is otherwise fit for confirmation.Part-VII Pay

40. Scale of Pay.

- The scale of monthly pay of a person appointed to a post in the service shall be such may be admissible under the rules referred to in Rule 41 or as may be sanctioned by the Government, from time to time.

41. Regulation of Pay, Leave, Allowances, Pension, etc.

- Except as provided in these rules, the pay, allowances, pension, leave and other conditions of service of a member of the service, shall be regulated by-(i)The Rajasthan Service Rules, 1951, as amended from time to time;(ii)The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended from time to time;(iii)The Rajasthan Travelling Allowance Rules, 1971, as amended from time to time;(iv)The Rajasthan Civil Services (Conduct) Rules, 1971, as amended from time to time;(v)The Rajasthan Civil Services (Pension) Service Rules, 1996, as amended from

time to time;(vi)The Rajasthan Civil Services (Revised Pay Scales) Rules, 1998, as amended from time to time;(vii)The Rajasthan Civil Services (Contributory Pension) Rules, 2005, as amended from time to time;(viii)The Rajasthan Civil Services (Revised Pay) Rules, 2008, as amended from time to time; and(ix)Any other rules prescribing general conditions of service made by the appropriate authority under the proviso to Art. 309 of the Constitution of India, and for the time being in force.

42. Removal of Doubts.

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

43. Repeal and saving.

- All rules and orders in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed:Provided that any action taken under the rules and orders so repealed shall be deemed to have been taken under the provisions of these rules.

44. Power to relax rules.

- In exceptional cases where the Administrative Department of 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 person, it may with the concurrence of the Department of Personnel and in consultation with the commission where, necessary, by order dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favourable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Commission by the Administrative Department concerned:Provided that relaxation in the prescribed period of service or experience under this rule shall only be granted to the extent of 1/3 period of the service or experience prescribed for promotion to any post before holding the meeting of the departmental promotion committee.

I

State Service

| S. No | Name of the post | Method of recruitment with percentage | Minimum qualification and experience for direct recruitment | Post from which promotion is to be made | Minimum qualification and experience for promotion | Remarks |
|-------|------------------|---------------------------------------|-------------------------------------------------------------|-----------------------------------------|----------------------------------------------------|---------|
|-------|------------------|---------------------------------------|-------------------------------------------------------------|-----------------------------------------|----------------------------------------------------|---------|

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|--------------------|-------------------|---|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Deputy Director | 100% by promotion | - | 1. Assistant Director 2. State Librarian | 5 years' experience on the post mentioned in column 5 | In the event of non availability of eligible and suitable person for promotion, the post may be filled up by transfer of member of Rajasthan Administrative Service or other State service not below the rank of senior scale In the event of non availability of eligible and suitable person ' for promotion, the post may be filled up by transfer of member of Rajasthan Administrative Service or other State service not below the rank of senior scale |
| 2 | Assistant Director | 100% by promotion | - | Bhasha Adhikari | 5 years' experience on the post mentioned in column 5 | |
| 3 | State Librarian | 100% by promotion | - | Librarian Grade-I | Graduate equivalent qualification with degree or diploma in library science and 10 years experience or the post mentioned in column 5 | - |
| 4 | Bhasha Adhikari | 100% by promotion | - | Head Translator | 5 years experience on the post | - |

| | | | | | | |
|---|----------------------|----------------------|---|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | | | mentioned in column 5 | |
| | | | | | Graduate or equivalent qualification with diploma in library science and 5 years' experience on the post mentioned in column 5 | |
| 5 | Librarian Grade-I | 100% by promotion | - | 1. Librarian Grade-II 2. Assistant Academic Officer | - | |

II

Subordinate Service

| S.No | Name of the post | Method of recruitment with percentage | Minimum qualification and experience required for direct recruitment | Post from which promotion is to be made | Minimum qualification and experience for promotion | Committee for direct recruitment to the post not within the purview of the commission. | Remarks |
|------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | Head Translator | 100 % by promotion | - | Translator | 5 years' experience on the post mentioned in column 5 | - | - |
| 2 | Translator | 100% by direct recruitment out of which 12.5% of the post to be filled in by direct recruitment shall be reserved for being filled in from amongst the | Bachelor degree with English as an optional subject and second class Master degree in Hindi from a University established by law in India Or Bachelor degree with Hindi as an optional | | | 1. Director-Chairman 2. Deputy Director-Member 3. Nominee of Secretary (Education, Language & Libraries) not below the rank of Asstt. Secretary Member | - |

| | | | | | |
|---|------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------|
| | | ministerial staff holding apost in the cadre substantively of the department. | subject and second class Master degree in English from aUniversity established by law in India | | |
| 3 | Librarian Grade-II/ Assistant Academic Officer | 50 % by direct recruitment & 50 % by promotion | Graduate with degree or diploma in library science | Librarian Grade-III cataloguer | 5 years' experience on the post mentioned in column 5 |
| 4 | Librarian Grade-III cataloguer | 100 % by direct recruitment | Sr. Secondary with certificate in Library & Information Science (CLIS) | | |