

The Rajasthan Municipal Service Rules, 1963

RAJASTHAN

India

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Rule THE-RAJASTHAN-MUNICIPAL-SERVICE-RULES-1963 of 1963

- Published on 22 October 1963
- Commenced on 22 October 1963
- [This is the version of this document from 22 October 1963.]
- [Note: The original publication document is not available and this content could not be verified.]

The Rajasthan Municipal Service Rules, 1963 Published vide Notification No. F. 10(1) LSG/56, dated 22-10-1963, Published in Rajasthan Gazette, Extra ordinary, Part 4-C, dated 28-10-1963 In supersession of this Department Notification No. F. 10(1) LSG/56, dated 28-3-1961 and in exercise of the powers conferred by sub section (1) and clause (t) of sub-section (2) of section 297 read with sections 299, 302, 304, 305, sub-section (2) of section 306, 307 and 308 of the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959) and all other provisions enabling it in this behalf, the State Government hereby makes the following rules, namely:-Part-I General

1. Short title and commencement.

- These Rules may be called the Rajasthan Municipal Service [Administrative and Technical] [Inserted by Notification No. F.8() (Misc.) Rules) LSG/95/13314, dated 16.5.2011 (w.e.f. 28.10.1963).] Rules, 1963. They shall come into force immediately after one month from the date of their publication in the Official Gazette.

2. Definitions.

- In these rules, unless the context otherwise requires:-(a)"Act" means the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959);(b)"Appointing Authority" means the authority competent to make appointments to various grades of posts in different categories of service under Ride 26;(c)"Board" means a Municipal Board and includes a Municipal Council;(d)["Commission" means the Commission constituted under these rules;] [Substituted by Notification No. F.8() (Misc.) Rules) LSG/95/13314, dated 16.5.2011 (w.e.f. 28.10.1963).](e)"Director" means the Director of Local Bodies, Rajasthan;(f)"Direct recruitment" means recruitment made otherwise than by promotion, as prescribed in Rule 7(a);(g)"Government and State" means respectively the Government and State of Rajasthan;(h)["Member of the Service" means a person appointed in a substantive capacity to a post in the Service under the provisions of these rules and includes a person placed on probation or

appointed in temporary or officiating capacity.] [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553](i)"Schedule" means a schedule appended to these Rules;(j)"Service" means the Rajasthan Municipal Service created and constituted by the Government under section 302 of the Act;(k)["Substantive Appointment" means an appointment made under the provisions of these rules to a substantive vacancy after the selection by any of the methods of recruitment prescribed under these rules and includes all appointments on probation or as a probationer followed by confirmation on the probationary period.] [Inserted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553](l)[[Renumbered by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553] Words and the expressions used but not defined in these Rules shall have the meaning assigned to them in the Act.

3. Interpretation.

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

4. [Composition and strength of the service. [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553]

- The Service shall be a Municipal Gazetted Service and the strength of the Service and of each grade of posts in different categories therein shall be such as may be determined by the Government from time to time.]

5. Initial constitution and appointment to the service.

(1)All persons appointed to the service by way of integration in accordance with the provisions of part IX of these Rules shall be deemed to have been appointed to the service :Provided that a permanent Government employee may within 90 days of the enforcement of these Rules exercise his option not to become a member of the service in which case the Appointing Authority of such Government servant may take such action as it may deem necessary in accordance with the provisions of the Rajasthan Service Rules :Provided further that a temporary Government employee may, within 30 days of the enforcement of these rules, exercise his option not to become a member of the service in which case, the Appointing Authority of such Government servant may terminate his services under the provisions of the Rajasthan Service Rules or absorb him on some other post under the Government.(2)A temporary employee who exercises option under the provisions of sub-rule (1) not to become a member of the service shall be deemed to have been served with the notice of discharge with effect from the date of his exercising such option. A permanent Government employee who exercises option under the provisions of sub-rule (1) not to become a member of the service shall be deemed to be on deputation with the Board from the date of his exercising such

option, till the Appointing Authority of such Government servant absorbs him on another post or discharges him under the provisions of the Rajasthan Service Rules.(3) Holders of any other grade which may be encadred in the service after the commencement of these Rules shall also be dealt with in accordance with the provisions of this Rule.

6. Classification of Municipalities.

- For the purpose of the Rules the classification of Municipalities in State shall be such as notified by the Government from time to time in the Official Gazette under section 303(1) of the Act.[Part-IIA] [Inserted by Notification No. F.80 (Misc.) Rules) LSG/95/13314, dated 16.5.2011 (w.e.f. 28.10.1963).] 6A. Commission.- The State Government may constitute a State Level Commission for the purpose of selection of candidates for appointment to a direct recruitment post mentioned in the Schedule. The Commission shall consist of the following, namely:-

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|-------|---|--------------------|
| (i) | Secretary in-charge, Department of Local Self-Government | - Chairman |
| (ii) | One Deputy Director (Regional), nominated by the State Government from time to time | - Member |
| (iii) | Two Chairpersons of the Municipalities, nominated by the State Government from time to time | - Member |
| (iv) | Director, Local Bodies | - Member Secretary |

(2) The State Government may prescribe by a general or specific order, the procedure to be followed by the Commission. Part-III Recruitment

7. Methods of recruitment.

- Vacancies in the service after first appointment by way of integration have been made shall be filled:- (a) by direct recruitment as specified in [column 3 of the schedule] [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553], or (b) by promotion from posts as specified in [column 4 of the schedule,] [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553] or (c) by transfer. Note. - Transfer includes transfer of an officer of the Government on deputation: Provided. - (i) that if Government is satisfied in consultation with the Commission that suitable persons are not available for appointment by either method of recruitment or promotion 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 Government may fill any post by appointing a retired officer of the Government or a local authority on prescribed terms and conditions; [Provided further - (i) that the Executive Officer Class V appointed substantively by way of integration shall be deemed to have been substantively appointed as Executive Officer Class IV with effect from 1-3-1973, the date when the Municipalities were re-classified vide Government's Notification No. Tax/F. 68/Misc./DLB/66/9562, dated 8-2-1973; (ii) that the Executive Officer Class V appointed through the Rajasthan Public Service Commission shall be deemed to have been appointed as Executive Officer Class IV with effect from

1-3-1973 substantively or on probation, as the case may be;(iii)that the Executive Officer Class V appointed by direct recruitment vide rule 27 temporarily or in officiating capacity shall be deemed to have been so appointed as Executive Officer Class IV with effect from 1-3-1973 and shall be eligible for substantive appointment in accordance with the provisions of these rules;(iv)that the Executive Officer Class V appointed by way of promotion temporarily or in officiating capacity vide rule 27 shall be deemed to have been so as appointed as Executive Officer Class IV with effect from 1-3-1973 and his suitability shall be adjudged by screening by the Committee referred to in rule 25. In case any of the officers is not adjudged suitably he shall be reverted to such post from which he was so promoted.(v)that the names of existing Executive Officer Class III appointed by direct recruitment vide rule 27 temporarily or in officiating capacity shall be referred to the Commission to adjudge their suitability according to the qualifications etc. prescribed at the time of their appointments and their appointments shall be terminated immediately in case they are not adjudges suitable.](vi)[That the name of Executive Officers Class IV and Revenue Officers Gr.II appointed vide rule 27 temporarily or in officiating capacity upto 31-3-1979, shall be referred to the Commission to adjudge their suitability according to the qualifications etc. prescribed at the time of their appointments and their appointments shall be terminated immediately in case they are not adjudged suitable.][Inserted by Notification No. Est.(M) F. 18(111) DLB/ 75/741 dated 18-3-91, Published in Rajasthan Gazette, Part IV-C(I) 7-5-92, page, page 129](vii)[That the cases of Executive Officers Class IV and Class V appointed under rule 27 temporarily or in Officiating capacity upto 9-1-81 and still working shall be referred to the Commission to adjudge their suitability according to the qualification etc. prescribed at the time of their appointments and on being adjudged suitable, they will be regularised from the date of this amendment and their seniority will also be determined from the date of this amendment. In case they are not adjudged suitable, their appointments shall be terminated immediately.] [Inserted by Notification No. P(532)Karmik/RMS/ DLB/93/1457 dated 19-5-98, Published in Rajasthan Gazette, Part IV-C dated 1-6-98, page 39]

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

(1)Reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be in accordance with the orders of Government for such reservation in force [at the time of direct recruitment and promotion.] [Substituted 'at the time of recruitment' by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).](2)In filling the vacancies so reserved, the 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 irrespective of their relative rank as compared with other candidates.(3)[Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of nonavailability of the eligible and suitable candidates amongst the scheduled castes and the Scheduled tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable Scheduled Castes and the Scheduled Tribes Candidates(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes candidates shall be filled by promotion as well as by Direct recruitment from General category candidate. However, in exceptional cases where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent

temporary basis, the Appointing Authority may make a reference to the Department of Local Self Government and after obtaining prior approval of the Department of Local Self Government, they may fill up such post(s) by promoting the General category candidates 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 the category become available: Provided that there shall be no carry forward of vacancies in the post or class/category/group of posts of any cadre of service to which promotion are made on the basis of merit alone.] [Substituted by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).]

8A. [Reservation of vacancies for other Backward Classes. [Inserted by Notification No. F.8()Rules/LSG/98/2975 dated 21-7-1998, Published in Rajasthan Gazette, Part VI-A dated 27-7-1998]

- Reservation of vacancies for other Backward 'Classes shall be in accordance with the orders of the Government for such reservation in force at the time of direct recruitment. In the event of non-availability of 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.

8B. Reservation of vacancies for woman candidates.

- Reservation of vacancies for women candidates shall be 20% category-wise in direct recruitment. In the event of non-availability of eligible and suitable woman candidates in a particular year, the vacancies so reserved for them shall be filled [up by made candidates] [Substituted 'in accordance with the normal procedure' by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).] and such vacancies shall not be carried forward to the subsequent year and reservation shall be treated as Horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidates belong.] [Added by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553]

9. [Nationality. [Substituted by Notification No. F. 10(1) LSG/56 Pt. dated 28-10-1970, Published in Rajasthan Gazette, Part IV-C dated 17-12-1970]

- A candidate for appointment to the service must be:-(a)a citizen of India, or(b)a subject of Sikkim, or(c)a subject of the State of Pondicherry, or(d)a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India :Provided that-(1)subject to the issue of a certificate of eligibility in his favour, a subject of Nepal or a Tibetan who came over to India before the 1st January, 1962, with the intention of permanently settling in India may also be appointed to any post in the service;(2)a candidate belonging to category (c) or (d) above must be a person in whose favour a certificate of eligibility has been given by the Government of India and if he belongs

to category (d), the certificate of eligibility will be valid only for a period one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India;(3)a candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Rajasthan Public Service Commission or other recruitment authority and he may also be provisionally appointed, subject to necessary certificate being given to him by the Government of India.]

10. Determination of vacancies.

(1)Subject to the provisions of these rules and the directions of the Government, if any, the Director shall determine at the commencement of each year the number of vacancies anticipated in each grade under different categories during the calendar year and the number of vacancies likely to be filled by each method.(2)Any vacant post which remains filled for non-availability of suitable candidates or otherwise shall be carried forward from year to year.[X X X] [Proviso deleted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553](3)[For filling up the vacancies of the earlier years other than those of the Executive Officer Class V, the Rajasthan Service (Recruitment by promotion against vacancies of earlier years) Rules, 1972 as amended from time to time shall be applicable to the Service mutatis mutandis.] [Substituted by Notification No. F. 10(i) LSG/36-11 dated 30-12-1969, Published in Rajasthan Gazette, Part IV-C dated 5-1-1970]

11. Age.

- A candidate for direct recruitment to the service must have attained the age of 21 years and must not have attained the age [33] [Added by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553 and Substituted by Notification No. F.8()Rules/LSG/98/2975 dated 21-7-1998, Published in Rajasthan Gazette, Part VI-A dated 27-7-1998] years on the first day of January, next following the last date fixed for the receipt of applications :Provided.-(i)that the upper age limit mentioned above may be relaxed by 5 years in exceptional case by Government in consultation with the Commission;(ii)[that the upper age limit mentioned above shall be relaxed by 5 years in the case of Scheduled Caste, Scheduled Tribe and Other Backward Classes male candidates and General women candidates and 10 years in the case of Scheduled Caste, Scheduled Tribe and Other Backward Classes women candidates. [Substituted by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).](ii-a) that there shall be no age limit in the case of widows and divorced women.](iii)that the upper age limit for the reservists, namely the defence service personnel transferred to the reserve shall be 50 years; and(iv)[that the upper age limit in case of persons in the Municipal or Government Service shall be forty years; [Substituted by Notification No. F. 10(i) LSG/36-11 dated 30-12-1969, Published in Rajasthan Gazette, Part IV-C dated 5-1-1970]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 divorce she will have to furnish the proof of divorce.](v)that the upper age limit mentioned above shall not apply in the case of Ex-prisoners who had served under the Government on a substantive basis on any post before conviction;(iv)[that upper age limit for persons serving in connection with the affairs of the

State, Municipality, Panchayat Samities, Zila Parishads or in the State Public Sector Undertaking/Corporation in substantive capacity shall be 40 years.] [Substituted by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).](vii)[that the upper age limit [above mentioned] [Added by Notification No. F.Estt./M/F/18()/DLB/83 dated 8-10-1984, Published in Rajasthan Gazette, Part IV-C dated 15-11-1984, page 352] for the recruitment of Health Officers/Medical Officers shall be 45 years.](viii)[that the released emergency commissioned officer and short service commissioned officer 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 any army. [Inserted by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).](ix)that such person who has crossed the upper age limit after 1.1.1999, shall be eligible for recruitment in service upto 23.5.2006.]

12. Academic qualifications and qualifying service.

(1)A candidate to the various grades of post in different categories of the service must possess the minimum educational or technical qualifications and experience specified in column 7 of the Schedule.(2)No candidate shall be eligible for direct recruitment to the service unless he possesses a good working knowledge of Hindi written in Devnagri script and [knowledge of Rajasthani Culture.] [Substituted 'one of the Rajasthan dialects' by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).][Provided that the person who has appeared or is appearing in the final year examination of the course which is the requisite educational qualification for the post as mentioned in the rules or Schedule for direct recruitment, shall be eligible to apply for the post but he/she shall have to submit proof of having acquired the requisite educational qualification to the appropriate selection agency:-(i)before appearing in the main examination, where selection is made through two stages of written examination and interview;(ii)before appearing in interview where selection is made through written examination and interview;(iii)before appearing in the written examination or interview, where selection is made through only written examination or only interview, as the case may be.]

13. Character.

- The character of a candidate for direct recruitment to the service, must be such as 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 association with crimes of violence or with a movement which has 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 previous conviction for purposes of employment in the service. Those who are convicted of offence not involving moral turpitude or violence 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 or violence 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 prison and by their subsequent good conduct in After Care Home.

14. Physical fitness.

- A candidate for direct recruitment to the service must be in good mental and bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties as a member of the service, and if selected must produce a certificate to that effect from a Medical Authority notified by the Government for the purpose.

15. Employment of irregular or improper means.

- A candidate who is or has been declared by the Commission 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 of using or attempting to use unfair means in the examination or interview otherwise resorting to any other irregular or improper means for obtaining admissions 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 from admission to any examination or appearance at any interview held by the Commission for selection of candidates; and (b) by Government from employment under Government.

16. Canvassing.

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

17. Inviting of applications.

- On receipt of requisition for direct recruitment to the service from the Appointing Authority, applications shall be invited by the Commission by [advertising such vacancies in two State level daily newspapers and in the official web-site] [Substituted 'advertising such vacancies in the Official Gazette' by Notification No. F.80 (Misc.) Rules) LSG/95/13314, dated 16.5.2011 (w.e.f. 28.10.1963).]

and in such other manner as the Commission may deem fit: Provided that while selecting candidates for the vacancies so advertised, the Commission may, if intimation of additional requirement and exceeding 50% of the advertised vacancies is received by them before the selection, also select suitable persons to meet such additional requirement.

18. Form of application.

- The application shall be made in the form approved by the Commission and obtaining from the Secretary of the Commission on payment of such fees as the Commission, may from time to time fix.

19. Application fee.

- A candidate for direct recruitment to a post in the service must pay the fee fixed by the Commission in such manner as may be indicated by them.

20. Scrutiny of applications.

- The Commission shall scrutinise the applications received by them and require as many candidates qualified for appointment under these rules as seem to them desirable to appear before them for interview : Provided that the decision of the Commission as to the eligibility or otherwise of a candidate shall be final.

21. Recommendation of the Commission.

- The Commission shall prepare a list of the candidates whom they consider suitable for appointment to the post or posts concerned, arranged in order of merit and forward the same to the Appointing Authority : Provided that the Commission may, to the extent of 50% of the advertised vacancies, keep names of suitable candidates on the reserve list. The names of such candidates may on requisition, be recommended in the order in merit to the Appointing Authority within six months from the date on which the original list is forwarded by the Commission to the Appointing Authority.

22. Disqualification for appointment.

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

23. Selection by the Appointing Authority.

- Subject to the provisions of Rule 8 the Appointing Authority shall select the candidates who stand highest in order of merit in list prepared by the Commission under Rule 21 provided it is satisfied, after such enquiry as may be considered necessary that such candidates are suitable in all other respects for appointment to the post or posts concerned.

23A. [Disqualification for appointment. [Inserted by Notification No. Tax/F.2(36) LSG/68/ 111165-11-460 dated 2-9-1976, Published in Rajasthan Gazette, Part IV-C dated 9-9-1976, page 294]

- Notwithstanding anything contained in these rules and the schedule appended therewith:-(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)[No candidate shall be eligible for appointment to the service who has more than two children on or after 1.6.2002. [Substituted by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).]Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1.6.2002, 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 unit while counting the total number of children.] [Inserted by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).]Part-V Procedure For Recruitment by Promotion

24. [Deleted by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).]

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24. [Criteria and Eligibility for promotion.] [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553]- (1) Selection for promotion from lowest post or category of post in the service to the next higher post or category of posts in the Service as mentioned in the Schedule shall be made solely on the basis of seniority-cum-merit from amongst the persons who have put in the requisite period of service 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 the Committee may consider the persons having less than the prescribed

period of service, if they are found otherwise suitable for promotion on the basis of seniority-cum-merit.(2) The persons enumerated in column 4 of the Schedule shall be eligible for the promotion to posts specified against them in column 2 thereof to the extent indicated in column 3 subject to their possessing minimum experience on the first day of the month of April of the Year of selection as specified in column 5.(3) No person shall be considered for promotion unless he is substantively appointed and confirmed. If no person substantive in the next lower post from which promotion is prescribed in these rules is eligible for promotion, persons who have been appointed on such posts after selection in accordance with one of the methods of recruitment may be considered for promotion in the order of seniority in which they would have been substantive on the said lower post.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.(4) Selection for promotion to all other higher posts or higher categories of posts in the Service as mentioned in the Schedule shall be made on the basis of merit alone.(5) The persons having been selected and appointed by promotion to a post or category of post on the basis of merit, shall be eligible for promotion to the next higher post or category of post, which is to be filled in by merit only when they have put in after regular selection, at least five years service 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 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 to be made, the Committee may consider the persons having less than 5 years service if they are found otherwise eligible and suitable for promotion on the basis of merit alone.

25. [Criteria, Eligibility and Procedure for Promotion. [Substituted by Notification No. F. 8(G)(9) Rules/DLB/04/04-05/88, dated 3.8.2005-Rajasthan Gazette Extraordinary Part IV-A, dated 6.8.2005 (w.e.f. 2.10.1963).]

(1)As soon as the Appointing Authority determines the number of vacancies under rule regarding determination of vacancies of these rules and decides that a certain number of posts are required to be filled in by promotion, it shall subject to the provisions of sub-rule (7) 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 the relevant column of the schedule regarding post from which promotion is to be made 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 in the relevant column regarding minimum qualification and experience for promotion.(3)No person shall be considered for 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 post has been made earlier than regular selection by promotion in 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 person having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she has on 1.6.2002 does not increase.(ii)where a Government servant has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.(5)selection for promotion on the post included in the service shall be made on the basis of seniority-cum-merit:Provided that promotion on the highest post in the service if it is at least third promotion shall be made on the basis of merit alone:Provided further that if the Committee is satisfied that suitable persons are not available for selection by promotion to the highest 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 Committee shall consist of the following:-

- | | |
|---|-------------------|
| (i) Secretary to the Government in L.S.G. Department. | Chairman. |
| (ii) The representative of Department of Personnel not below the rank of Deputy Secretary | Member. |
| (iii) The Director of Local Bodies. | Member Secretary. |

(7)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 in less than the number specified above, all the persons so eligible shall be considered.(ii)Where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended upto seven times of the number of vacancies and the candidates belonging to the Scheduled Castes or the Scheduled Tribes as the case may be (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.(iv)for any post in the Service:(a)if promotion is from more than one categories of posts in the same pay scale, eligible persons upto two in number from each category of posts in the same pay scale shall be considered for promotion.(b)if promotion is from more than one categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit or seniority cum merit, as the case may be, in the higher pay scale 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.(8)Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, constitution of the committee and procedure for selection shall be the same as prescribed elsewhere

in these rules.(9)The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of post(s) concerned under these rules and shall prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules equal to the number of vacancies determined under these 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 of the category of post(s) from which selection is made.(10)The committee may also prepare a list on the basis of seniority-cum-merit or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules containing names of persons not exceeding the number of persons selected in the list prepared under sub-rule (9) above, to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis of seniority-cum-merit or on the basis of merit shall be arranged in the order of seniority in the category of posts from which selection shall be made. Such a list shall remain in force till the end of the last day of the year for which the meeting of the Committee is held.(11)List prepared under sub-rule (9) and (10) shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other service Records of all the candidates included in the Lists as also of those not selected, if any.Explanation. - For the purpose of selection 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 seven years preceding the year for which the meeting of the committee is held.(12)If in any subsequent year, after, promulgation of these rules vacancies relating to any earlier year are determined under these rules which were required to be filled in by promotion, the Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which meeting of the committee is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate and the Service/Experience of an incumbent who has been so promoted for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which he would have derived at time of his promotion, but no arrears of pay shall be allowed to him.(13)The Government or the Appointing Authority may order for the review of the proceedings of Committee held earlier on account of some mistake or error apparent on the face of record, or on account of a factual error substantially affecting the decision of the Committee or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any Court or tribunal or where adverse entries in the Confidential Reports of any individual are expunged or toned down or a punishment inflicted on him is set aside or reduced.(14)The Appointing Authority shall approve the lists received from the committee finally.(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's 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 of promotions are eligible or would have been eligible but for such suspension or pending of such enquiry or proceedings issued from time to time shall be applicable mutatis mutandis.(17)The provisions of this rule shall have effect notwithstanding anything to the

contrary contained in any provision of these rules.]Part-VI Appointments, Probation & Confirmation

26. Power of appointments.

- Appointment to the service either by direct recruitment, promotion, transfer or deputation on occurrence of vacancies in the service in the manner prescribed by Rules 21 and 25 shall be made by the following authorities:-(1)Appointment to the post of Municipal Commissioners, Revenue Officers of Municipal Councils and Health Officers, Engineers of all Municipalities and Executive Officers of Class II Municipalities shall be made by the Government unless powers of appointment in respect of any or all posts are delegated to some other authority.(2)Appointments to all other posts shall be made by the Director.

27. Temporary or officiating appointments.

(1)[A vacancy in the service may be temporarily filled] [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553] by the Appointing Authority by appointing thereto in an officiating capacity an officer whose name is included in the list prepared under Rule 21 or in the lists under Rule 25 :Provided that till the preparation of the first list or in case the list is exhausted, a vacant post may be filled by the Appointing Authority by appointing thereto a [person] [Substituted by Notification No. F. 10(i) LSG/56 dated 23-8-1969, Published in Rajasthan Gazette, Part IV-C dated 23-8-1969] eligible for appointment to the post by promotion or by appointing thereto temporarily a person eligible for appointment by direct recruitment to the service under the provision of these Rules :[Provided further that if all the officers in the grade or category from which appointment by promotion can be made under these rules, have already been promoted and no Officer is available from that grade or category the appointing authority may fill such vacancy by promotion from the grade or category next below such grade.] [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553](2)No appointment made under sub-rule (1) shall be continued beyond a period of [one year] [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553] without referring it to the Commission for their concurrence and shall be terminated immediately on their refusal to concur.

28. Seniority.

- Seniority in each grade of the service shall be determined by the year of substantive appointment to a post in the particular grade :Provided.-(i)that if two or more persons are appointed to posts in the same grade in the same year, a person appointed by promotion shall be senior to a person appointed by direct recruitment;(ii)that the seniority inter-se of persons appointed to particular grade by direct recruitment on the basis of one and the same selection, except those who do not join 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 21;(iii)that the seniority inter-se of persons appointed to posts in a particular grade by promotion shall follow the orders in which they have

been placed in the list prepared under sub-rule [(4)] [Inserted by Notification No. Tax/F. 10(a) LSG/75/ 61623-31 dated 11-8-1975, Published in Rajasthan Gazette, Part IV-C dated 12-8-1975, page 199] of rule 25; and(iv)that the seniority or persons appointed by transfer from Government service, after the commencement of these rules, shall be determined ad hoc on the basis of their continuous length of substantive service on the analogous post;(v)[The seniority inter-se of the persons selected from different categories on the basis of seniority-cum-merit or merit, as the case may be, shall be determined on the basis of their continuous length of service on the equivalent posts. [Added by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553](vi)The seniority inter-se of persons selected as a result of one and the same selection and appointed on the basis of merit alone shall be in the same order in which their names appear in the select list, irrespective of the period of continuous officiation.](vii)[that if a candidate belongs to the Scheduled Caste/Scheduled Tribes is promoted to immediate higher post/grade against a reserved vacancy earlier then his senior general/O.B.C. candidate who is promoted later to the said immediate higher post/grade, the general/O.B.C. candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste/Scheduled Tribes in the immediate higher post/grade.] [Inserted by Notification No. F.8()Rules/LSG/98/2975 dated 21-7-1998, Published in Rajasthan Gazette, Part VI-A dated 27-7-1998]

29. Probation.

(1)All members of the service appointed by direct recruitment and those who are promoted to senior posts shall be on probation for a period of 2 years and one year respectively, provided that such of them as have previous to such appointment officiated or served temporarily on a post encadred in the service may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation up to a maximum of six months.(2)During the period of probation, each probationer shall be required to pass such departmental examination and to undergo such training as the Appointing Authority may from time to time, specify.

29A. [[Inserted by Notification No. Tax/F. 10(a) LSG/75/ 61623-31 dated 11-8-1975, Published in Rajasthan Gazette, Part IV-C dated 12-8-1975, page 199]

Notwithstanding anything contained in Rule 29, on the occurrence of a permanent vacancy, a person appointed to a post prior to 1-4-1975 and who has put in more than one year's service on such post or higher post on being regularly recruited under the Rules shall be deemed to have completed the period of probation and shall be confirmed in order of his seniority provided he fulfills other conditions of confirmation as laid down in these rules.]

30. Unsatisfactory progress during probation.

(1)If it appears to the Appointing Authority at any time during or at the end of the period of his probation, that a member of the service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing Authority may revert him to the post held

substantively by him immediately preceding his appointment, provided he holds a lien thereon, or in other cases may discharge him from service: Provided further that the Appointing Authority may extend the period of probation of any member of the service by a specified period not exceeding one year. (2) 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.

31. Confirmation.

- A probationer shall be confirmed in his appointment at the end of his period of probation if; (a) he has passed the prescribed departmental examination, if any. completely; (b) he has passed departmental test of proficiency in Hindi; and (c) the appointing authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation. Part-VII Pay

32. Scale of pay.

- The scale of monthly pay admissible to a number of the service shall be such as is specified by the Government for the post from time to time under sub-section (2) of Section 303 of the Act.

33. Increment during probation.

- A probationer shall draw increments in the scale of pay admissible to him during the period of probation as they accrue provided that if the period of probation is extended on account of failure to give satisfaction, or to afford an opportunity to him to pass departmental examination, any such extension shall not count for increment unless the authority otherwise directs.

34. Criteria for crossing efficiency bar.

- No member of the service shall be allowed to cross the efficiency bar, unless in the opinion of the Appointing Authority he has worked satisfactory and his integrity is unquestionable. Part-VIII Provident Fund, Pension etc.

35.

All members of the service including those who have, since before the date of the constitution of the service, been regular subscribers to a contributory provident fund shall subscribe to that fund in accordance with the rules applicable thereby and the contribution, if any, of the Board on that account shall be determined in accordance with the provisions applicable to the fund : Provided that a member of the service who was entitled to the benefit of a pension under the Rajasthan Service Rules, before the date of the constitution of the service shall be entitled to the payment of a pension by the Government out of the consolidated fund of the State and every Board shall make and pay pension contribution on that account in accordance with the rates laid down in the Rajasthan Service Rules. If any member of the service was entitled to the benefit of pension under any other rules before the constitution of the service, he shall be entitled to the payment of pension by the

Board out of its fund under the same rules.

36. Regulations of pay, allowances, leave, pension, gratuity, provident fund, discipline etc.

- Subject to the provisions of subsection (4) of Section 307 and except as provided in these rules the pay, allowances, pension; leave and other conditions of service of the members of the service shall be regulated by rules made under section 297 of the Act and pending the issue of such rules, by the following rules:- (1) [The Rajasthan Service Rules, 1951 (Except provisions relating to pension) as amended from time to time. [Substituted by Notification No. F.10(1) LSG/66 dated 3-9-1976, Published in Rajasthan Gazette, Part IV-C dated 9-9-1976, page 295]] (1-A) A member of the Service may after giving at least three month's previous notice in writing to the State Government retire from the service on the date on which he completes 20 years of qualifying service or the date on which he attains the age of 50 years whichever is earlier, or any date thereafter to be specified in the notice. (1-B) The State Government may after giving three month's previous notice in writing or by payment of three month's pay and allowance in lieu of such notice require a member of the service to retire from the service on the date on which he completes 20 years of qualifying service or the date on which he attains the age of 50 years, whichever is earlier, or any date thereafter. (2) Rajasthan Travelling Allowance Rules as amended up-to-date and (3) [Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 as amended from time to time mutatis mutandis; provided that the disciplinary authority for the purpose of rule 15 of the said in case of the number of the service to inflict upon him minor penalties provided in rule 14 read with rule 17 thereof shall also be the [Deputy Director (Regional)] [Substituted by Notification No. OE/F. 19(Campaign) DLB/ 83/3921-4180 dated 13-9-1983, Published in Rajasthan Gazette, Part IV-C dated 20-10-1983, page 123] of Local Bodies having jurisdiction subject to a right of an appeal to the Director; and] [(3-A) Rajasthan Civil Services (Conduct) Rules, 1971 as amended from time to time.] [Inserted by Notification No. Tax F. 10(1) LSG/56/ 136635/846 dated 7-10-1976, Published in Rajasthan Gazette, Part IV-C dated 28-10-1976]

37. Removal of doubts.

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

38. Repeal and saving.

- All existing rules and others 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 superseded shall be deemed to have been taken under the provisions of these rules. Part-IX Matters Relating to first Appointment by way of Integration

39. Eligibility.

(1) No officer holding any post encadred in the service who;-(a) has attained the age of 55 years on 31-3-1960; (b) is employed on contract, or (c) is a retired officer re-employed for a specific period otherwise, shall be eligible for first appointment by way of integration under these Rules. (2) Subject to the provisions of sub-rule (1), an officer holding a post corresponding to a post encadred in the service on 31-3-60 shall be eligible for the post specified against each in the following table if he held that post on substantive capacity:-

S. No.	Post held on 31-3-1960.	Category with gradation of post for which eligible.
1	2	3
Administrative Officers		
1.	Municipal Commissioners of Municipal Councils including Municipalities of Ajmer, Alwar, Bikaner, Jaipur, Jodhpur, Udaipur, Beawar and Koath.	Municipal Commissioner Municipality Class I (Municipal Councils).
2.	Executive Officer of Class II Municipality and Secretary Class I Municipality [X X X] [Deleted by Notification No. F.24(4) DLB/66/68-11922-12122 dated 15-5-1968, Published in Rajasthan Gazette, Part IV-C dated 17-5-1968].	Executive Officer, Class II Municipality.
3.	Executive Officer or Secretary of Class III Municipality (including Municipality of Kekri).	Executive Officer Class III Municipality.
4.	Executive Officer or Secretary of Class IV Municipality (including Municipality of Deoli and Pushkar).	Secretary, Class IV Municipality.
5.	Secretary Grade V, VI and VII Municipalities and all other unclassified Municipal Boards.	Secretary, Class V Municipality.
Technical Officers		
6. [[Substituted by Notification No. F. 18(a) Int./DLB/66-1787 dated 1-2-1966, Published in Rajasthan Gazette, Part IV-C dated 3-3-1966]	Revenue Officer of Municipal Councils as at No. 1 above including Octroi Superintendent and Tax Superintendent of the Ajmer Municipal Council.] [Substituted by Notification No. F. 18(a) Int./DLB/66-1787 dated 1-2-1966, Published in Rajasthan Gazette, Part IV-C dated 3-3-1966]	Revenue Officer Grade I.

(7) [[Substituted by Notification No. F. 18(a) Int./DLB/66-1787 dated 1-2-1966, Published in Rajasthan Gazette, Part IV-C dated 3-3-1966]	Revenue Officer Class II Municipality including the Octroi Superintendent of the Municipal Council, Beawar, Asstt. Octroi Officer, Municipal Council, Jaipur and Assistant Revenue Officer, Udaipur Municipal Council.] [Substituted by Notification No. F. 18(a) Int./DLB/66-1787 dated 1-2-1966, Published in Rajasthan Gazette, Part IV-C dated 3-3-1966]	Revenue Officer Grade II.
8.	Revenue Officer Class II Class III Municipality (including Municipality of Kekri).	Revenue Officer Grade II.
9.	Engineer (Civil and Mechanical) of Municipal Council as at No. 1 above.	Engineer (Civil or Mechanical) as the case may be.
10.	Engineer (Civil and Mechanical) Class II Municipality.	Junior Engineer (Civil or Mechanical) as the case may be.
11.	Health Officer of Municipal Councils as at No. 1 above.	Health Officer Grade I.
12.	Health Officer Class II Municipality.	Health Officer Grade II.
13. [[Inserted by Notification No. F. 10(1) LSG/56/36981-37254 dated 3-7-1974, Published in Rajasthan Gazette, Part IV-C dated 22-8-1974]	Building/water works Superintendent or Assistant Engineer.	Jn. Engineer.
14.	Accounts Officer of Municipality.	Accounts Officer.
15.	Fire Fighting Officer.	Fire Fighting Officer.]
16. [[Added by Notification No. Tax. 10(1) LSG/56/38308-892 dated 26-7-1975, Published in Rajasthan Gazette, Part IV-C dated 24-7-1975, page 169]	Medical Officer.	Doctor or/Lady Doctor Municipal Council Ajmer and Sri Ganganagar.]

Provided that such of the persons who are considered suitable for a post in the next higher grade as a result of screening under these rules may be considered for appointment to such post if there be no sufficient number of candidate available for such post in the next higher grade :Provided further that such of the persons who are considered unsuitable for a particular grade of post as a result of screening under these Rules may be considered for a post in any of the lower grade.(3)All officers holding posts on temporary or adhoc basis [at the commencement of these rules] [Inserted by

Notification No. F. 24(4)/Integ/DLB/ 66/9543 dated 1-4-1967, Published in Rajasthan Gazette, Part IV-C dated 22-6-1967] shall be considered for appointment to such posts not higher to that held by them for which they may be found suitable as a result of screening.(4)[If the State Government is satisfied, that any post in existence on commencement of these Rules, has remained unquoted, it may, by notification in the Official Gazette, equate such post with any other post encadared in the Service having regard to the following factors:-(i)the nature and duties of the posts;(ii)responsibilities and powers exercised by the incumbent holding such post;(iii)the minimum qualifications; if any;(iv)the scale of the posts.]

40. Persons eligible under these Rules to furnish particulars of their service record etc.

(1)Such persons who are eligible for selection under these Rules shall, within such time as may be specified in this behalf by the Government submit an application in form I appended to these Rules duly filled in to the Director through the next superior authority together with relevant service record.(2)Any person failing to submit the application within the time specified under sub-rule (1) shall not be considered for selection under these rules and all his claims thereto shall be deemed to have lapsed;Provided that the Selection Committee appointed under sub-rule (4) of Rule 41 may also consider the application received after the specified time if it is satisfied about the justification of delay :[Provided further that the State Government may direct the Selection Committee to consider the cases of those employees whose claims for integration have been forfeited by it on account of non-submission of their service particulars in Form No. 1 appended to these Rules, provided they have not opted for any other service.] [Added by Notification No. F. 18(a) Int./DLB/LSG/66/31299 dated 22-6-1966, Published in Rajasthan Gazette, Part IV-C, dated 14-7-1966]

41. Verification of service records etc.

(1)The Director shall, immediately after the receipt of the applications in Form I under Rule 40 verify the correctness of the particulars mentioned therein with reference to the service record and prepare a list of all such officers gradewise in each category in the order of seniority.(2)The relative seniority as between persons in each grade shall be determined on the basis at their:-(a)length of service in each grade completed by the incumbent on 31-3-1960.(b)age where two employees joined the cadre on the same date, a person order in age shall be placed senior.(3)Subject to the provisions contained in sub-rule (2) the officers holding appointments on temporary or adhoc basis shall be placed below the substantive incumbents in the grade concerned.(4)The list prepared and drawn up under sub-rule (1) shall be placed before the Selection Committee consisting of:-

Chairman, Rajasthan Public Service Commission.

Chairman.

Secretary to the Government in the Administrative Department.

Member.

Director of Local Bodies.

Member-Secretary.

42. Criteria for selection.

(1) For the purposes of recruitment by selection on seniority-cum-merit basis, selection shall be made by the Selection Committee from all the officers included in the list referred to in Rule 41 who are eligible for selection to the various grade of posts specified in Rule 39. (2) In selecting candidates regard shall be had to their:-(a) academic and/or technical qualifications and experience; (b) tact, initiative and energy; (c) intelligence and ability; (d) character including integrity; and (e) previous record of service, and any other factor which may be relevant.

43. Procedure for selection.

(1) The Selection Committee shall consider the cases of all the candidates included in the list, interview such of them as they may deem necessary and shall select [suitable candidates] [Substituted by Notification No. F.24(4) DLB/66/68-11922-12122 dated 15-5-1968, Published in Rajasthan Gazette, Part IV-C dated 17-5-1968] and prepare a list in order of seniority according to the criteria as laid down in sub rule (2) of Rule 42 for each grade of different categories and publish the same in the Official Gazette so as to provide an opportunity to any person aggrieved thereby to submit his representation to the Selection Committee within one month from the date of such publication. (2) On the expiry of the period of one month referred to in sub- rule (1) and after hearing the objections, if any, the Selection Committee shall prepare final list of candidates whom they consider suitable and arrange their names in the order of seniority in each grade in different categories. (3) The Selection Committee shall submit their recommendations together with the final list referred to in sub-rule (2) to the Government. (4) The final selection shall be made by Government from amongst the candidates considered suitable by the Selection Committee in order of seniority. (5) [X X X] [Deleted by Notification No. F. 10(1) LSG/56 Pt. dated 28-10-1970, Published in Rajasthan Gazette, Part IV-C dated 17-12-1970] Form-I

1. Name

2. Address

3. Date of birth

4. Educational qualifications-Subject, Division, Year (Starting from Matriculation).

5. Particulars of post held.

Post	From	To	Scales of pay	Pay drawn	Substantive officiating temporary
(1)(2)(3)(4)(5)					

6. Post held on 31-3-1960.-

(i)In substantive capacity.(ii)In officiating capacity.(iii)In temporary capacity.

7. Post for which eligible under the Rules.

8. Whether belongs to Scheduled Castes/Scheduled Tribes.

9. Break in service, if any (indicate order No. and date under which it was condoned).

I certify that the information given above is true to the best of my knowledge and belief. Signature of the applicant. Note. - The above information should be supported with proof, if any. [Schedule] [Substituted by Notification No. F. 10(1) LSG/56 dated 10-12-1976, Published in Rajasthan Gazette, Part IV-C dated 23-12-1976, page 553]

S.No.	Category with designation and Source of recruitment	Post and Quota from which appointment by promotion is to be made	Minimum Experience required for promotion
1	2	3	4
1-Administrative Officers:			5
1.	Commissioner, Municipal Council	100% by promotion on the basis of merit.	Executive Officer Class II or Secretary, Municipal Council. Five Years' Experience.
2.	Executive Officer Class II or Secretary, Municipal Council	100% by promotion on the basis of merit.	Executive Officer Class III-66 2/2% or Revenue Officer Grade-I 33 1/3% Five Years' Experience.
3.	Executive Officer Class III	100% by promotion on the basis of seniority-cum-merit.	Executive Officer Cl. IV 60% or Revenue Officer r. II 20% or Assessor 10 or Officer Superintendent 10% Five Years' Experience.

4. Executive Officer Class IV 100% by direct recruitment

II-Technical Officers.

1. [[Substituted by Notification No.

F.8(C)68/Rules/LSG/93/7444 dated 25-9-93, Published in Rajasthan Gazette, Part VIA dated 12-10-93, page 81]

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ch- bZ- flfoY ;k Onkjk blds led- ?kksf"kr vU; vg lkFk lgk;d vfH #i esa ikap o"k lsok ;k ;fn ekU; laLFkkU ls fMI /kkjd gks(f=o" ikB~;dze) (flfoY

Part VI-A dated
8-1-98, page 217]

esa[12] [Substi
by Notification
F.8(C)68/Rule
97/222 dated
23-12-1997, Pu
in Rajasthan G
Part VI-A dated
8-1-98, page 21
amended by
Notification No
F.8(C)68/Rule
97/222 dated
23-12-1997, Pu
in Rajasthan G
Part VI-A dated
8-1-98, page 21
dk vuqHko-

4. [[Substituted by
Notification No. G.S.R. 11, Assistant (i) 50% by
dated 16.4.2008 (w.e.f. Engineer (Civil) directrecruitment
28.10.1963).]

(ii) 10% by Promotion
from Junior Engineer
Degree Holder onthe
basis of
Seniority-cum-merit.

Junior Engineer(Degree
Holder).

(iii) 30% by promotion
from Junior Engineer
Diploma Holder onthe
basis of
seniority-cum-merit

Junior
Engineer(Diploma
Holder).

B.E. (Civil) or
qualification de
equivalent to d
Civil Engineeri
a recognized
institution with
experience as J
Engineer (degr
3 years Diplom
Civil Engineeri
recognisedinsti
collage with 10
requisite exper
juniorEngineer
(Diploma).

(iv) 10% by promotion from Engineering Subordinate those not possessing 3 years Diploma holder on the basis of seniority-cum-merit. Engineering Subordinate 15 years experience (not possessing 3 years Engineering Subordinate (C Diploma)

5. [***] [Deleted by Notification No. F.80 (Misc.) Rules) LSG/95/13314, dated 16.5.2011 (w.e.f. 28.10.1963).]

6. Revenue Officer Gr. I 100% by promotion in the basis of Seniority-cum-merit. Revenue Officer Grade II 20% or Executive Officer Class IV 60% or Assessor 10% or Officer Superintendent 10% 5 years' experience

7. Revenue Officer Grade II. 100% by direct recruitment.

8. [[Substituted by
Notification No.
F.8()Rules/LSG/98/1298
dated 16-2-1999,
Published in Rajasthan
Gazette, Part VI-A, dated
23-2-1999, page 237
corrected by the
Notification dated
27-11-99]

Health Officer (selection scale).	100% by promotion on the basis of merit.	Health Officer (senior scale).	5 years on the p mentioned in c
8A. Health Officer (Senior scale).	Seniority.	Health Officer Ordinary scale.	5 years on the p mentioned in c
8B. Health Officer Ordinary scale.	100% direct recruitment.	-	-
9. Medical Officer.	100% by direct recruitment.		
10. Accounts Officer.	100% promotion on the basis of merit.	Assistant Accounts Officer.	5 years experie
11. Assistant Accounts Officer.	100% by promotion on the basis of Seniority-cum merit.	Accountant Grade I.	Graduate with experience.
[12-a. [Inserted by Notification No. G.S.R. 39, dated 3.6.2008 (w.e.f. 28.10.1963).]	Chief Fire Officer	100% by Promotion on the basis of merit	Fire officer
			10 years full tim experience in t Bridge out of w years experien be as a Fire Off and must have passed,-(i) Met SCC examinatio Divisional Offi Course from N Fire Service Co Nagpur or Asso Member of Ins Fire engineers equivalent Deg diploma. In Fir Officer having qualifications,

				available, the F Officer having prescribed Qualifications Officer shall be for promotion.
				1- eSfVzd ;k ,l- ,ao2- uS'kuy Q dkyst ukxiqj ls mi&vfXu'keu v ;k LVs'ku vf/kd ikB~;dze mRrh ,ao]3- iw.kZdk fczxsM esa lkr lsok dk vuqHko ls ikap o"kZ dk mi&vfXu'keu v vf/kdkjh ds in vuqHko gksuk
12-b.	vfXu'keu vf/kdkjh	ofj"B&lg&;ksX;rk ds vk/kkj ij 100 izfr'kr inksUufr Onkjk	mi&vfXu'keu vf/kdkjh	
13.	Law Officer.	(i) 50% by direct recruitment. (ii) 50% by promotion on thebasis of Seniority-cum-merit.	(i) Pairokar Grade I.	Law Graduate years' experien
14. [[Inserted by Notification No. G.S.R. 83, dated 27.2.2007 (w.e.f. 28.10.1963).]	Public Relationofficer	(i) 50% by direct recruitment.(ii) 50% by promotion	Assistant PublicRelation Officer	5 years experie the post mentio column No. 4

[Any action taken by the Commission in pursuance of the requisition made by the Appointing Authority under rule 17 of these rules shall not be affected by coming into force of the notification No. F. 10(1) LSG/56, dated 16-5-1978 published in Rajasthan Rajpatra, Part IV-C, dated 1-6-1978. The Commission shall select the candidates and make their recommendations in accordance with the rules in force before 1st June, 1978, the date on which the above referred amendment was published in Rajasthan Rajpatra.] [Added by Notification No. F. 10(1) LSG/56 dated 6-2-1979, Published in Rajasthan Gazette, Part IV-C dated 8-2-1979, page 367] Notifications and Orders etc. Under Rajasthan Municipalities Service Rules, 1963 [Notification No. F8 (84) LSG/62, dated 25-8-1962, Published in Rajasthan Gazette, Part VI A, dated 29-8-1962] In supersession of all previous order in this behalf the orders are issued:- The Director, Local Bodies, Rajasthan, Jaipur in respect of Municipal Councils and Municipal Boards in towns with a population exceeding 50,000, the Collector of the District in respect of Municipal Boards at District Head Quarters excluding Municipal Boards of towns with a population exceeding 50,000 and Sub-Divisional Officer in respect of other Municipal Boards, shall exercise the following powers in respect of the posts encadred in the Rajasthan Municipal Service Rules, 1959:-

1. To grant all kinds of leave.

2. To grant allowances according to seals prescribed by the Government.

3. To grant annual grade increments.

4. [XXX] [Deleted by Notification dated 22-7-1968.]

In respect of employees other than those referred to above, the authorities specified above will exercise the following powers:-

1. To sanction allowances according to the scales prescribed by the Government.

2. [XXX] [Deleted by Notification dated 22-7-1968.]

3. To recommend appointment of Food Inspectors and other matters relating to the provisions of Food Adulteration Act.

In addition, the aforesaid authorities shall exercise the following powers:-

- 1. To countersign T.A. bills of Chairman and Presidents.**
- 2. To ensure compliance of inspections and audit objections.**
- 3. To report case of mis-appropriation and embezzlement.**

The Collector of the District shall accord permission to under take journey outside the Rajasthan to any Chairman/President of any Municipality within his district.[jktLFkku dh uxjikfydkvksa esa fu;ksftr fofHkUu deZpkfj;ksa ds isa'ku] xzP;wVh rFkk izko/kk;h fuf/k ds ekeys ,sls deZpkfj;ksa ij izHkko'kkyh fu;eksa ds vuqlkj fu"ikfnr fd;s tkosaxs- [Added by Notification dated 22-7-1968.]] [Added by Notification No. F. 10(1) LSG/56 dated 17-1-1972, Published in Rajasthan Gazette, Part IV-C dated 20-1-1972][Notification No. F. 8(84) LSG162/2548/25738, dated 23-3-1965, Published in Rajasthan Gazette, Part IV-C, dated 11-11-1965 and 26-5-1966]In partial modification of this Department Notification No. F. 8(84) LSG/62, dated 24-8-1962 (Act No. 38 of 1959), the State Government are hereby pleased to order that the time-scale grade increments shall ordinarily be drawn by the members of the Rajasthan Municipal Service as a matter of course unless it is withheld by the authority empowered to withhold such increment in accordance with the provisions of the Classification, Control and Appeal Rules, but where an efficiency bar is prescribed in any time-scale, the increment above that bar shall not be given to the members of the Rajasthan Municipal Service without specific sanction of the authority empowered to withhold increments.[Order No. 6427-A/F. 9(d) LSG/59, dated 14-11-1960]The Governor has been pleased to order that all the appointments to the posts of Secretaries, Executive Officers and Commissioners so far made on probation' basis be treated as appointments made on 'temporary basis' with retrospective effect.Note. - Annual increments due to these probationers (now temporary may be allowed. This is mentioned in the copies forwarded to the Director of Local Bodies, Rajasthan, Jaipur with reference to his letter No. Mpl/Estt/PF. 135/DLB/2978 dated 9-9-1959.[Order No. F. 18(A) Integ/DLB/65/23691, dated 21-5-1966]The question of integration of the Rajasthan Municipal Service is under consideration of the State Government. In this connection, attention is invited to Rules 39 of the Rajasthan Municipal Service Rules, 1963 which provides for the eligibility of posts on 31-3-60, if the member of the service holds the post in a substantive capacity. The members holdings posts on temporary or adhoc basis shall be considered for appointment to such posts not higher to that held by them for which they may be found suitable as a result of screening.In view of this position, and in order that the process of integration may not be prejudiced, all concerned are hereby informed that all appointments, promotions and revision of pay scales, made after 31-3-60 shall be treated as purely on adhoc or temporary basis, without prejudice to the claims of other employees. Similarly all confirmations made with retrospective effect after 31-3-60. shall not be taken into consideration for purposes of making first appointments by way of integration.[Notification No. F. 10(1) LSG/56, dated 29-6-1966, Published in Rajasthan Gazette, Part IV-C, dated 16-2-1967]In exercise of the powers conferred by sub-section (1) and clause (t) of sub-section (2) of section 297 of the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959), the State Government have been pleased to order that the clause regarding reference to the Commission as provided in proviso (i) of Rule 11 and Rule 27 of the Rajasthan Municipal Service Rules, 1963 shall remain inoperative till integration under these Rules is completed and first appoints are made by way of integration.[Ifji= dzekad ,Q- 24 (7) @,dhdj.k@Mh,-y-ch-@66@49174] fnukad 15&9&1966]iz'kkld@izlhMsUV@v/;{k] uxj

ifj"kn~@ikfydk] jktLFkku-Izkk;% ;g ns[kk x;k gS fd lkekU;r;k uxjikfydk;sa bl foHkkx ls uxjikfydk vf/kdkfj;ksa dh okf"kZd xksiuh; izfrosnu izsf"kr djus gsrq fu/kkZfjr QkeZ dh ekax djrh gS- bl foHkkx esa okf"kZd xksiuh; izfrosnu ds fu/kkZfjr QkeZ dh izfr;ka vf/kd miyC/k ugha gS-vr% izR;sd uxjikfydk dh okf"kZd xksiuh; izfrosnu izsf"kr djus ds fy, fu/kkZfjr QkeZ dh ,d izfr layXu dh tkdj ,rn~Onkjk funsZ'k fn;k tkrk gS fd Hkfo"; ds fy;s bl fu/kkZfjr vkn'kZ QkeZ dh izfrfyfi djok dj bl foHkkx esa ;Fkksfpr le; esa gh vf/kdkfj;ksa dh okf"kZd xksiuh; izfrosnu esa izf"kr djsa-Municipal Council/Board Annual Confidential Report for the YearNameUkkePost heldoZreku in ,ao osruWhere employed and work engaged uponuxjikfydk dk uke tgka dk;Z dj jgsa gSa-Grade and present payorZeku osru ,ao osru IRrkPersonality and MannerO;fDrRoHealth, Physical capacity & means of getting about'kkjhfd LokLF;Conduct and Characterpfj=Industry quantity of workdk;Zdq'kyrkJudgement Powers of Control, Supervision and Organisationdk;Z xBu] fufj{k.k ,ao fu;a=.k 'kfDrProfessional knowledge or departmental experiencefoHkkxh; vuqHkoIndebtendness (if indebted, the extent of personal responsibility for incurring the debts).vkfFkZd] mRrjnkf;Ro] ;fn gS rks fdrus rdPunishments, Censures, or special recommendation in the period under reportizfrosnu izLrqr djrs le; rd nh xbZ ltk;sa] fVIi.kh;ka ,ao fo'ks"k n.M ;fn fn;k x;k gS-Fitness for promotion or confirmationLFkfkf;Ro ,ao rjDdh ikus dh ;ksX;rkDates of Communication to the officer of any adverse remarks since last reportGeneral Remarksfo'ks"k fooj.kRemarks of immediate superior or reporting officerizfrosnu nsus okys vf/kdkjh ,ao vf/kdkjh dh fo'ks"k fVIi.kh

Signature,

(Name in Block Letters)

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Station LFkku

Designation of Officer

Date fnukad

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[Notification No. F. 24(14) Integ/DLB/68/69/I/11503, dated 15-5-1969 (GSR 9), Published in Rajasthan Gazette, Extra-ordinary, Part P/-C(2), dated 16-5-1969]In the exercise of the powers conferred by sub-section (1) of section 302 of the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959), the State Government hereby create and constitute for the Municipalities of the whole of the State of Rajasthan, a service designated as the Rajasthan Municipal Service with effect from 1-4-1960.Further in pursuance of sub-section (2) of section 302 of the said Act, the State Government hereby lays down that the said service shall be divided into categories and grades as enumerated here under and shall consist of officers. Administrative is well as Technical as laid down in sections 307 and 308 of the said Act.I. Categories of Service(A)Administrative (B) TechnicalII. Grades of Service(a)Administrative

1. Commissioner for every Municipal Council.

2. Executive Officers for each class of Municipal Boards viz. Class II, Class III, Class IV and Class V.

(b)Technical

1. Health Officer Gr. I and II.

2. Engineer and Junior Engineer (Civil or Mechanical).

3. Revenue Officer Gr. I and Gr. II.

III. Composition and strength of the ServiceThe composition and strength of the service shall as on 1-4-1960 be as shown below:-

Name of the post	Strength
Administrative Officers	
I. Duty Posts	
1. Commissioner (Municipal Councils Class I)	8
2. Executive Officer (Municipal Board, Class II)	17
3. Executive Officer (Municipal Board, Class III)	23
4. Executive Officer (Municipal Board, Class IV)	41
5. Executive Officer (Municipal Board, Class V)	49
II. Reserve for deputations, training etc.	
Technical Officers	
1. Revenue Officer (Grade I)	15
2. Revenue Officer (Grade II)	50
Health Officer	
1. Higher Officer (Grade I)	1
Engineer	
1. Engineer	1

Note. - The posts of Executive Officer (Municipal Board Class II) include one post of Secretary, Municipal Council (Class I) which has been equated with the post of Executive Officer, Class II. [vf/klwpuk fnukad 16&10&1987] jktLFkku jkti=] Hkx 4 (x)] fnukad 12&12&87] i` - 329]tho ,lo vkjo 89%& bl foHkx dh vf/klwpuk dze kad fofo/k@ ,Q 24 (57) Mh,ych@84@4385&4617 fnukad 6&5&85 vf/kdze.k esa ,ao jktLFkku uxjikfydk lsok fu;e] 1963 ds fu;e 4 ds vuqlj.k esa] jkT; ljdkj ,rn~Onkjk bl foHkx dh vf/klwpuk dze kad ,Q- 24 (2) bUVsx@ Mhyh@66@57817&822 fnukad 31&10&1966 fuEufyf[kr la'ks/ku djrh gS] uker%&(,) mi;ZqDr vf/klwpuk fnukad 31&10&66 ds layXu vuqlwph esa 'kh"kZd ^^jktLFkku uxjikfydk lsok (ch) rduhdh vf/kdkjh.k** ds varxZr dze la- 8 ds ckn dze la- 9 ij fuEufyf[kr izfof"V tksM+h tkos %&^9- eq[; vfXu 'keu vf/kdkjh 1- t;ij ds fy, ,ao ,slh uxjifj"knksa ds fy, tgka vko'k;d gks**(ch)orZeku izfof"V la- 9 dks iqu% la[;kkafdr dj izfof"V la- 10 vafdr fd;k tkos-[vf/klwpuk fnukad 18&9&1999] jktLFkku jkti=] Hkx 4 (x)] fnukad 30&9&1999] i` - 13]tho ,lo vkjo 2%& jktLFkku uxjikfydk lsok fu;e] 1963 ds fu;e 4 dh 'kfDr;ksa dk iz;ksx djrs gq, uxjikfydk tSlyesj ,ao ekm.V vkew tks fOnrh; Js.kh dh uxjikfydk gS] esa vs/k'kklh vf/kdkjh fOnrh; ds in dks dze ksUur dj vk;qDr dk in fd;k tkrk gS- Hkfo"; esa mDr uxjikfydkvksa esa vk;qDr dk inLFkkiu fd;k tkosxk-