

The Rajasthan District Courts Ministerial Establishment Rules, 1986

RAJASTHAN

India

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Rule

THE-RAJASTHAN-DISTRICT-COURTS-MINISTERIAL-ESTABLISHMENT of 1986

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The Rajasthan District Courts Ministerial Establishment Rules, 1986 Published vide Notification No. F. 3 (33) DOP/A-2/85 dated February 25, 1986, published in Rajasthan Rajpatra, Part 4(C) Extraordinary dated March 5, 1986 G.S.R. 120. - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan in consultation with the High Court of Judicature for Rajasthan makes the following rules regulating appointment to the ministerial establishment of the Courts Subordinate to the High Court of Judicature for Rajasthan and the conditions of service of the persons so appointed : -

1. Short title, commencement and extent.

- (i) These rules may be called the [Rajasthan District Courts Ministerial Establishment Rules] [Substituted 'Rajasthan Subordinate Courts Ministerial Establishment Rules' by Notification No. G.S.R. 52, dated 19.7.2017 (w.e.f 5.3.1986).], 1986. (ii) They shall come into force at once. (iii) [They shall apply to all persons appointed to District Courts Ministerial Establishment.] [Substituted by Notification No. G.S.R. 52, dated 19.7.2017 (w.e.f 5.3.1986).]

2. Supersession of existing rules and orders.

- The Rajasthan Subordinate Civil Courts Ministerial Establishment Rules, 1958 are hereby repealed but any action taken by or in pursuance of such rules shall be deemed to have been taken under these rules.

3. Definitions.

- In these rules, unless there is anything repugnant in the subject or context:-(a)"Appointing Authority" means the District and Sessions Judge or, to the extent the authority delegated to him, such officer, to whom the authority to make appointments to the staff may be delegated by the District and Sessions Judge, with the approval of the High Court.(aa)["Recruiting Authority" means Registrar General of the High Court or any other officer authorized by the High Court.] [Inserted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).](b)"Commission" means the Public Service Commission for Rajasthan;(c)"Direct recruitment" means recruitment otherwise than by promotion or transfer;(d)"Government" and "State" mean respectively, the Government of Rajasthan and the State of Rajasthan;(e)"High Court" means the High Court of Judicature for Rajasthan;(f)"Judgeship" means the administrative Jurisdiction of District and Sessions Judge;(g)"Ministerial Establishment" means the ministerial staff of the Courts subordinate to the High Court of Judicature for Rajasthan;(h)"Schedule" means the Schedule appended to these rules;(i)"Substantive appointment" means an appointment made under the provisions of these rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.Note.- Due selection by any of the methods of recruitment prescribed under these rules will include recruitment either on initial constitution of service or in accordance with the provisions of any rules promulgated under proviso to Article 309 of the Constitution of India, except urgent temporary appointment.(j)["[District Courts] [Substituted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).]" means the Courts of-(i)District & Sessions Judge,(ii)Additional District & Sessions Judge,(iii)Special Judge,(iv)Family Court(v)Senior Civil Judge-cum-Chief Judicial Magistrate(vi)Senior Civil Judge-cum-Additional Chief Judicial Magistrate(vii)Additional Senior Civil Judge-cum-Additional Chief Judicial Magistrate (including Railway and all Special Courts of the Cadre),(viii)Additional Civil Judge (Judge, Small Cause Court)-cum-Judicial Magistrate,(ix)Civil Judge(x)Civil Judge and Judicial Magistrate(xi)Additional Civil Judge and Judicial Magistrate,(xii)Judicial Magistrate,(xiii)Special Judicial Magistrate,(xiv)Gram Nyayalayaand any other Court subordinate to the High Court created by the Government in accordance with law.]

4. Interpretation.

- Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (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

5. Strength of Staff.

- (i) The strength of the Staff of a Judgeship shall be such as may be determined by the High Court from time to time in the proposition statement of that Judgeship out of the total strength sanctioned by the Government for [District Courts] [Substituted 'Subordinate Courts' by Notification No. G.S.R.

52, dated 19.7.2017 (w.e.f 5.3.1986).] of the State: Provided that the appointing authority may from time to time subject to the orders of the High Court leave unfilled any vacant post without thereby entitling any person to compensation. (ii) [The staff shall comprise of Stenographer cadre and general cadre consisting of one or more of the following Categories of post shall be as indicated against each post: - [Substituted by Notification No. G.S.R. 52, dated 19.7.2017 (w.e.f 5.3.1986).] (A) Stenographer Cadre:

1. Personal Assistant cum Executive Assistant for the courts of Principal District & Sessions Judges.
2. Stenographer Grade-I for the courts of District & Sessions Judges and Additional District & Sessions Judges.
3. Stenographer Grade-II for the courts of Senior Civil Judges and Additional Senior Civil Judges.
4. Stenographer Grade-III for the courts of Civil Judges & Additional Civil Judges.

(B) General Grade

1. Personal Officer cum Administrative Officer
2. Senior Munsarim
3. Office Assistant
- [3-A. [Added by Rajasthan Notification No. F.3(33) DOP/A-II/85, dated 20.12.2017 (w.e.f. 5.3.1986).] Sheristedar(a) Sheristedar-I for the courts of Additional District & Session Judges. (b) Sheristedar-II for the courts Senior Civil Judges and Additional Senior Civil Judges (c) Sheristedar-III for the courts of Civil Judges and Additional Civil Judges.]
4. Reader
 - (a) Reader Grade I for the courts of District & Sessions Judges and Additional District & Sessions Judges.
 - (b) Grade II for the courts of Senior Civil Judges & Additional Senior Civil Judges.
 - (c) Reader Grade II for the courts of Civil Judges and Additional Civil Judges.
5. Clerk Grade-I
 - (a) Senior Clerk
 - (b) Head Copyist
 - (c) Record Keeper
 - (d) Civil Clerk, Criminal Clerk & Execution Clerk in the court of District & Sessions Judges & Additional District & Sessions Judges.
 - (e) Sales Amin-cum-Return Clerks.
 - (f) Librarian and
 - (g) Nazirs
6. Clerk Grade-II
 - (a) Civil Clerks
 - (b) Criminal Clerks

- (c) Execution Clerks
- (d) Assistant Nazirs
- (e) Assistant Record Keepers
- (f) Inspection Clerks
- (g) Typists
- (h) Copyist
- (i) Hindi Typist-cum-Copyist
- (j) Receipt and Dispatch Clerks and
- (k) Relieving Clerks

7. Any other posts as may be sanctioned by the Government from time to time.

Explanation. - In the first instance, all the Officials of respective judgeship shall be adjusted/merged/renamed in corresponding posts in accordance with the sanction of State Government made in compliance of recommendations of Shetty Commission in following, manner:

-Stenographer Cadre

Existing posts which are to be merged/adjusted/renamed

Posts sanctioned by Government in compliance of recommendation of Shetty Commission in which existing posts are to be merged/adjusted/renamed and the manner in which the posts are to be filled.

PA cum Executive Assistant for Court of Principal District & Sessions Judges (To be filled by promotion Stenographer Grade-I)

Senior PA for the Courts of District & Sessions Judges and Personal Assistant for the Courts of Additional District & Sessions Judges

Stenographer Grade-I for the Courts of District & Sessions Judges & Additional District & Sessions Judges.

Senior Most Stenographers for courts other than District & Sessions Judges and Additional District & Sessions Judges limited upto the number of CJM/ACJM Courts

Stenographer Grade-II for the courts of Senior Civil Judges & Additional Senior Civil Judges

Remaining Stenographers for courts other than District & Sessions Judges and Additional District & Sessions Judges

Stenographer Grade-III for the Courts of Civil Judges & Additional Civil Judges

General Cadre

Existing posts which are to be merged/adjusted/renamed

Posts sanctioned by Government in compliance of recommendation of Shetty Commission in which existing posts are to be merged/adjusted/renamed and the manner in which the posts are to be filled

	Protocol Officer cum Administrative Officer (To be filled up by promotion from Senior Munsarim)
Munsarim/Senior Munsarim	Senior Munsarim
Assistant	Office Assistant
Senior most Readers for the Court of District & Sessions Judge and Additional District & Sessions Judge	Reader-I
Senior Most Upper Division Clerks and Readers for Courts other than District & Sessions Judge and Additional District & Sessions Judge limited upto the number of CJM/ACJM Courts	Reader-II
Remaining Upper Division Clerks and Readers for Courts other than District & Sessions Judge and Additional District & Sessions Judge	Reader-III/ Clerk Grade-I
Lower Division Clerks	Clerk Grade-II]
(iii) For accounts work there shall be Junior Accountants who shall be posted by the Chief Accounts Officer, Rajasthan with the concurrence of the District & Sessions Judge concerned.	

Part III – Recruitment

6. [Methods of recruitment. [Substituted by Notification No. G.S.R. 52, dated 19.7.2017 (w.e.f 5.3.1986).]

(1) Recruitment to the staff after the commencement of these rules shall be made: -(a) to the cadre of Stenographer: (i) as Stenographer Grade-III by direct recruitment, (ii) as Stenographers Grade-II by promotion from Stenographer Grade-III, as Stenographers Grade-I by promotion from Stenographers Grade-II (iii) Personal Assistant cum Executive Assistants for Principal District Judge by promotion from Stenographers Grade-I: Provided that if a suitable person is not available amongst the Stenographer Grade-III for promotion to the post of Stenographer Grade-II; a person may be recruited to the post of Stenographer Grade-II in accordance with these rules. (b) to the general cadre as Clerk Grade-II by a Competitive Examination: Provided that 25% of the total number of vacancies of the Clerk Grade-II in each Judgeship shall be reserved for being filled in by promotion from amongst the process server and Class IV employees who have put in five years service in the Judgeship concerned and possess the academic qualification prescribed in these rules for the post of Clerk Grade-II in 1 : 2 (1 Process Server and 2 Class IV Employees). (c) to other post in cash Cadre by promotion within the Judgeship: Provided that a post in any cadre may also be filled by transfer of a person holding a post in another Judgeship corresponding to a post in the cadre concerned. With the concurrence of the District and Sessions Judge concerned and the approval of the Rajasthan High Court. The High Court may also transfer any member of the District Courts Service from one Judgeship to another or a member of the Ministerial or Class IV establishment of the High Court to the District Court Service of a Judgeship or a Member of the District Court Service

to the Ministerial or Class IV establishment of the High Court.]

6A.

Notwithstanding anything contained in these rules, the recruitment, appointment, promotion, seniority and confirmation etc. of a person who joins the Army/Air Force/Navy during an Emergency shall be regulated by such orders and instructions as may be issued by the Government from time to time provided that these are regulated mutatis mutandis according to the instructions issued on the subject by the Government of India with effect from 29-10-1963 or from the date the respective service rules came into force.

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

(1)Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with the orders of the Government for such reservation in force at the time of recruitment that is, by direct recruitment, and by promotion.(2)The vacancies so reserved for promotion shall be filled in by merit-cum seniority.(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, irrespective of their relative rank as compared with other candidates.(4)Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion.In the event of non-availability of the eligible and suitable candidates amongst the Scheduled Castes and the Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for the shall be filled in accordance with the normal procedure, and an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total and thereafter such reservation would lapse.

8. Nationality.

- A candidate for appointment to the service must be:-(a)A citizen of India, or(b)a subject of Nepal, or(c)a subject of Bhutan, or(d)a tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or(e)a person of Indian origin who has migrated from Pakistan, Burma, Cylon and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika 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 a certificate of eligibility has been given by the Government of India and if he belongs to category (e) the certificate of eligibility will be issued for a period of one year, after which such a candidate will be remained in service subject to his having acquired Indian Citizenship.A candidate in whose case a certificate of eligibility is necessary may be admitted to an Examination or interview conducted by the Commission or other recruitment authority as the case may be, and he may also provisionally be appointed subject to the necessary

certificate being given to him by the Government.

9. Age.

- A candidate for direct recruitment to any cadre must have attained the age of 18 years and must not have attained the age of 31 years on the first of January of year following the date of application: Provided that -(i) the upper age limit shall be relaxed by 5 years in the case of a member of Scheduled Caste and the Scheduled Tribe. (ii) in the case of woman candidates the upper age limit shall be raised by 5 years. (iii) the upper age limit for reservists, namely defence services personnel transferred to the reserve shall be 45 years. (iv) the upper age limit shall be relaxable by a period equal to the service rendered in the N.C.C. in the case of Cadet instructors and if the resultant age does not exceed the prescribed maximum age limit by more than 3 years, they shall be deemed to be within the prescribed age limit. (v) there shall be no restriction as to age for a candidate already serving in connection with the affairs of the State in a substantive or temporary capacity, having been so appointed prior to his attaining the age of 31 years. (vi) there shall be no age limit in the case of persons repatriated from East African countries of Kenya, Tanganyika, Uganda and Zanzibar. (vii) that the upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before his conviction and was eligible for appointment under the Rules. (viii) that in the case of other ex-prisoner the upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served by him provided he was not overage before conviction and was eligible for appointment under the Rules.

10. Academic qualifications.

(1) A candidate for direct recruitment to the Stenographers cadre:-(a) must have passed the Higher Secondary Examination in Arts or Science or Commerce of the, Rajasthan Board of Secondary Education or an Examination equivalent thereto recognised by the Government or any Higher Examination; (b) must have passed a provisional speed test:-(i) [in the case of Stenographers [Substituted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).] either at 90 words per minute in English Shorthand or at 70 words per minute in Hindi shorthand (ii) in case of Personal Assistant either at 95 words per minute in English Shorthand and 8000 key depressions per hour in English Typing on computer, or at 75 words per minute in Hindi Shorthand and 8000 key depressions per hour in Hindi Typing on computer.] Provided that the persons appointed temporarily as Stenographers prior to 31-8-78 and have put in 3 years service as on 31-8-78 shall be exempted from appearing at the test to be held by the Public Service Commission and shall be treated as regularly appointed Stenographers if they possess the educational qualifications; prescribed in the rule and were so appointed after passing the provisional speed test held by the District Judge. (c) must possess a good working knowledge of Hindi as written in Devanagari script and of Rajasthani Dialects. (d) [Must have passed- [Substituted by Notification No. G.S.R. 100, dated 7.3.2014 (w.e.f. 5.3.1986).] "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India; or Computer Operator & Programming Assistant (COPA)/Data Preparation & Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme; or Diploma in Computer Science/Computer Application from any University established by Law in India or from an

Institution recognized by the Government; or Diploma in Computer Science & Engineering from a Polytechnic Institution recognized by the Government; or Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited; or Senior Secondary School Examination with Computer Science as an optional subject; or Any equivalent or higher qualification.](2)[a candidate for direct recruitment to the general cadre must have passed the Senior Secondary Examination of the Rajasthan Board of Secondary Education or any Examination of University or Board recognized as equivalent thereto by the Government, or any higher examination, and must in addition possess a good knowledge of Hindi written in Devnagari script and must have passed :- "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India; or Computer Operator & Programming Assistant (COPA)/Data preparation and Computer Software (DPCS) Certificate organized under National/State Council of Vocational Training Scheme; or Diploma in Computer Science/Computer Applications from a University established by law in India or from an institution recognised by the Government; or Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government; or Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited; or Senior Secondary school examination with computer science as an optional subject; or Any equivalent or higher qualification." Provided that in suitable cases, the High Court may relax the condition of Computer Application qualification for physically disabled persons, who shall be eligible for recruitment and appointment to the earmarked and reserved posts in accordance with the Rajasthan Disabled Persons Employment Rules, 2000 and orders of the Government issued from time to time in this behalf, Provided further that for the recruitment to the post of Lower Division Clerk by way of promotion from the Class IVth employees as provided in Rule 6 (b) the academic qualification shall be as follows: (i) For the posts available for promotion upto 31.07.2013 "Secondary from a recognized board or its equivalent examination." (ii) For the posts available for promotion after 31.07.2013 "The same as provided for direct recruitment to the post of Lower Division Clerk".]

11. Character.

- A Character of a Candidate for Direct recruitment to any cadre must be such as to fit him for public service. He must produce a certificate of good character from the principal academic officer of the University College or School in which he has last educated and two each certificates written not more than six months prior to the date of application from two responsible persons not connected with his school, college or university and not related to him. Note. - A conviction by a Court of law need not of itself involve the refusal of a Certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object the overthrow by violent means of Government as by law established, the mere conviction need not be regarded as a disqualification.

12. Physical Fitness.

- A candidate for direct recruitment to any cadre must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties and if selected, must produce a certificate to that effect from a medical authority notified by Government for the purpose. The appointing authority may dispense with production of such certificate in the case of a 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.

13. Employment of irregular or improper means.

- A candidate who is or has been declared by the Commission/Appointing Authority guilty of impersonation or of submitting fabricated documents, which have been tampered with or of making statements which are incorrect or false or of suppressing material information or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or appearance at any interview, shall in addition to rendering himself liable to criminal prosecution to be debarred either permanently or for specified period:-(a)by the Commission/[Recruiting Authority or the Appointing Authority, as the case may be,] [Substituted 'Appointing Authority' by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).] from admission to any examination or appearance at any interview held by the Commission/[Recruiting Authority or the Appointing Authority, as the case may be,] [Substituted 'Appointing Authority' by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).] for selection of Candidates, and(b)by the Government from employment under the Government.

14. [Promotion. [Substituted by Notification No. G.S.R. 52, dated 19.7.2017 (w.e.f 5.3.1986).]

- (i) The posts in a Judgeship are ordinarily reserved for Clerks in that Judgeship & promotion to higher post shall ordinarily be made from amongst them. If no suitable person is available in the Judgeship for promotion to a particular post, promotion may be made from another Judgeship with the sanction of the High Court.(ii)Selection for promotion to the posts of [Sheristedar-III Reader Grade-III & Clerk Grade-I] shall be made from the Clerk Grade-II on the basis of seniority-cum-merit:Provided that the Clerk Grade-II shall not be considered for promotion to the next higher post or category of posts until he passes the Departmental Examination of Clerks conducted by the District & Sessions Judge in accordance with the syllabus & instructions given in Schedule-IV.(iii)[Selection to the post of Sheristedar-II/Office Assistant/Reader Grade-II shall be made from amongst Sheristedar-III Reader-III/Clerk Grade-I on the basis of seniority-cum-merit. [Substituted by Rajasthan Notification No. F.3(33) DOP/A-II/85, dated 20.12.2017 (w.e.f. 5.3.1986).]Selection to the post of Sheristedar-I/Reader Grade-I shall be made from amongst

Sheristedar-II/Office Assistant/Reader-II on the basis of seniority-cum-merit.] [Substituted by Notification No. G.S.R. 100, dated 7.3.2014 (w.e.f. 5.3.1986).](iv)No Stenographer Grade-III shall be promoted as Stenographer Grade-II unless he passes a speed test as provided in these rules held by the Appointing Authority.(v)Selection for promotion to the post of Senior Munsarim shall be made on the basis of merit alone. No person shall be appointed substantively as Senior Munsarim unless he has been in service for at least 10 years & during that period has held the post of Clerk Gr-I or a higher post including that of Stenographer Grade-II & Stenographer Grade-III for at least five years and has passed the Departmental Examinations of Senior Munsarim according to the syllabus & instructions given in Schedule IV.(vi)A person promoted as Senior Munsarim shall be reverted to the post held by him prior to his promotion as Senior Munsarim, if he fails to pass the Departmental Examinations of Senior Munsarim even after three attempts.(vii)The zone of eligibility for promotion shall be five times the number of vacancies to be filled in on the basis of seniority-cum-merit or merit, as the case may be:Provided that in case of non-availability of sufficient number of suitable persons for selection on the basis of merit, the appointing authority may at its discretion consider persons of outstanding merit outside the zone of eligibility but falling within six times the number of vacancies to be filled in on the basis of merit.(viii)Selection to the post of Personal Assistant-cum-Executive Assistant shall be by promotion only from Stenographer Grade-I on the basis of merit, unless he has worked as Stenographer Grade-I for a period of at least one year.(ix)The Selection to the post of Protocol Officer-cum-Administrative Officer shall be made by the promotion from amongst Senior Munsarim on the basis of merit, unless he has worked as Munsarim/Senior Munsarim for a period of at least one year.(x)The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any other provisions of these rules.]

Part IV – Procedure for direct recruitment

15. [Determination of vacancies. [Substituted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).]

- The District Judge shall determine the actual number of existing and vacancies likely to occur in the course of the year on a regular basis at least once a year early and send requisition of same to the Recruiting Authority for recruitment.

16. Authority for conducting the examination and syllabus.

- The examination shall be conducted by the Recruiting Authority on the basis of requisition for recruitment received from District Judge, as per the Guidelines prescribed by the High Court From time to time. The syllabus of the examination shall be as given in Schedule I.

17. Inviting of Applications.

- The applications for recruitment for the posts shall be invited by the Recruiting Authority through advertisement, in at least two newspapers, one of which must be in vernacular language having wide

circulation in the State. The Form and the Fee of Application shall be as prescribed by Recruiting Authority from time to time. 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 fixed by the State Government from time to time during the period of probation and the scale of pay of the post as show elsewhere in the advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in these rules.]

18. Canvassing.

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

19. Registration of Selected Candidates.

- [(i) The names of candidates selected on the basis of the aggregate marks obtained by them shall be entered in order of merit in a bound register in the form given in Schedule III and each entry shall be initialed and dated by the appointing authority: Provided that no candidate who failed to secure 50% in the aggregate with at least 40% marks in each paper (as mentioned in Schedule-I), at the competitive examination shall be selected. If two or more of such candidates obtain equal marks in the aggregate, their names shall be arranged on the basis of general suitability. An entry shall be made in the remarks column against the name of a candidate who has qualified himself as Stenographer. [Provided further that relaxation of 5% marks in individual paper and in aggregate marks shall be provided to the candidates belonging to Specially abled persons.] [Substituted by Rajasthan Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).] Note. - (1) On the basis of qualifying marks secured in paper I & II, candidates to the extent of 15 times of total number of vacancies shall be declared qualified to be called for computer (efficiency and speed) test. (2) The result of qualifying candidates for efficiency test and thereafter, of finally successful candidates shall be exhibited on the web page of the Rajasthan High Court List of finally successful candidates shall be exhibited by showing the final marks obtained in the examination. (3) After declaring the result of successful candidates. Recruiting Authority shall forward the names of selected candidates to concerned District Judge for appointment in accordance with the guidelines issued by the High Court.] (ii) The name of any candidate entered under sub-rule (1) may be removed for inefficiency or misconduct. (iii) If any such candidate has not been given an appointment offered in strict order of seniority according to the list in the bound register prescribed under rule (1) within one year from the date of declaration of the result of his recruitment test, his name shall be automatically removed from the register of recruited candidates. He must then take his chance with others for recruitment again in subsequent year.

20. Disqualification for appointment.

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

Part IV – Procedure for direct recruitment to the Stenographers Cadre

21. [*] [Deleted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).]**

21. Inviting applications.- Application for direct recruitment to the Stenographers Cadre shall be invited by the appointing authority by advertising the vacancies to be filled in such manner as it may deem fit and shall be made in form 'B' given in Schedule II.

22. [Procedure for recruitment to the Post of Senior Personal Assistant/Personal Assistant/Stenographer. [Substituted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).]

- The selection on the post of [Stenographer Grade-I/Stenographer Grade-II/Stenographer Grade-II] shall be made by the Recruiting Authority after holding a shorthand test and computer (Speed & efficiency) test & interviewing the candidates for the purpose of ascertaining whether they stammer so much that they are unable to read out what they have written. The names of the selected candidates shall be placed in order of merit and same shall be sent to Appointment Authority.]

Part V – Appointments, Probation and Confirmation

23. Appointments.

- [(1) all appointments to the Ministerial establishment shall be made by the District Judge on receipt of list of selected candidates from Recruiting Authority after the Appointing Authority has satisfied itself by making such inquiry as may be considered necessary that such candidates are suitable in all respects for appointment to the cadre, first appointment shall be made to the lowest post.(2)In filling the posts of Stenographers preference shall be given to officials possessing the prescribed qualifications who are already working in the Judgeship in which the vacancy has occurred.Explanation. - "Preference" means if the officials already working in judgeship and the other candidates appeared in the same examination, secured the equal marks then the official already working in judgeship 'shall be given preference.] [Substituted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).](3)A vacancy which can not be filled in immediately either by direct recruitment or by promotion may be filled in by appointing authority by appointing temporarily thereto a person eligible for direct recruitment or by appointing thereto an official eligible for appointment to the post by promotion:Provided that such appointment will not be

continued beyond a period of one year.

24. A Departmental Examinations.

- The persons appointed to the posts of Lower Division Clerks and Munsarims shall be required to pass a Departmental Examination to be conducted by the High Court prior to their being confirmed after completion of probation or being considered for promotion to higher cadres. The syllabus of examination shall be as given in Schedule IV.

25. Appeal.

- Any person aggrieved by any order of appointment made otherwise than in accordance with these rules shall have a right of appeal to the High Court within three months of the order by which he may be aggrieved.

26. Seniority.

- Seniority in Service for the purpose of promotion shall ordinarily be determined from the date of the order of confirmation in the grade and if such date is the same in the case of more than one person than according to their respective positions in the next lower grade:(i)Provided that the seniority inter se of persons appointed to a particular class of posts before commencement of these rules shall be determined, modified or altered by the appointing authority on an ad hoc basis.(ii)Provided further that seniority in service for the purpose of promotion of a member of the Staff transferred from one Judgeship to another Judgeship or from High Court to a Judgeship under the proviso to Rule 6 shall be determined on the basis of length of service of the person transferred in the cadre from which promotion is under consideration. In doing so, however, the previously determined inter se seniority of employees belonging to the same Covenanting State shall not be disturbed.Explanation. - 'Length of Service' in the above proviso means length of permanent service in the case of a person appointed substantively and length of temporary service in the case of a person appointed temporarily.(iii)The inter se seniority of persons appointed by promotion to the posts of Lower Division Clerks against the vacancies reserved under proviso to Rule 6 (b) shall be determined on the basis of length of continuous service.

27. Seniority of Stenographers visa-vis other members.

- The seniority of Stenographers visa-vis other members of the Staff for the purpose of promotion, the general cadre shall be determined on the basis of total length of service counted from the date of entry into government service.

28. [Period of Probation. [Substituted by Rajasthan Notification No. G.S.R. 87, dated 9.1.2013 (w.e.f 5.3.1986).]

(1) All persons appointed to any cadre by direct recruitment against substantive vacancies shall be placed as probationer-trainee for two years: Provided that a person who has been regularly recruited against temporary post and has put in two years service after such regular recruitment on conversion of such post into a permanent one or on a permanent vacancy being available but he shall be confirmed only after he has fulfilled the conditions of confirmation as laid down in Rule 31. (2) In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end on the date of immediately preceding the date of his/her death or retirement from Government Service.

29. Existing Stenographers Grade-I.

- Notwithstanding anything contained in these rules, a person appointed as Stenographer Grade-I provisionally on or after 1-9-1968 and working continuously as such on the date of the coming into force of these rules shall be deemed to be on probation till the Commission holds the first test for Grade I Stenographers under these rules and he shall be entitled to draw all annual grade increments due to him during this period. In case he passes the test he shall continue on the post he is holding, otherwise he shall be reverted to his substantive post unless for sufficient reason it is shown that he could not appear at the first test held by the Commission in which case he may be allowed a second chance to appear at the test, but no more.

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 probation that a probationer has failed to give satisfaction, the appointing authority may revert him to the post held substantively by him immediately preceding his appointment on probation, provided he holds a lien thereon or in other case may remove him from service: Provided that the appointing authority may extend the period of probation of any probationer by a specified period not exceeding six months. (2) A probationer reverted or removed 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 the period of his probation if:-(a) he has passed the prescribed Departmental Examinations of Clerks or Munsarims as the case may be, and (b) The appointing authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation

32. Scale of pay.

- The Scale of pay to persons appointed to the posts in the various cadres shall be such as may be sanctioned by the Government from time to time.

33. [Pay during probation. [Substituted by Rajasthan Notification No. G.S.R. 87, dated 9.1.2013 (w.e.f 5.3.1986).]

- 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.]

34. [Increments during probation. [Substituted by Rajasthan Notification No. G.S.R. 87, dated 9.1.2013 (w.e.f 5.3.1986).]

- Increments to the probationer trainee and probationer shall be governed by provisions of the Rajasthan Service Rules, 1951 as amended from time to time.]

35. Representation.

- Any persons aggrieved by an order of the District & Sessions Judge relating to seniority or compulsory retirement under sub-rule (2) of Rule 244 of the Rajasthan Service Rules may within a period of three months make a representation to the High Court.

36. Regulation of leave, allowance, pension, etc.

- Except as provided in these Rules, the pay, allowance, pension, leave and other conditions of service of the Staff shall be regulated by:-

1. The Rajasthan Service Rules, 1951 as amended upto date.

2. The Rajasthan Travelling Allowance Rules, as amended upto date.

3. The Rajasthan Civil Services (Classification, Control and Appeal) Rules. 1958 as amended upto date.

4. The Rajasthan Civil Services (Absorption of Surplus personnel) Rules, 1969 as amended upto date.

5. The Rajasthan Civil Services (Conduct) Rules. 1971 as amended upto date.

6. The Rajasthan Civil Services (Unification of pay scales) Rules, 1950 as amended upto date.

7. The Rajasthan Civil Services (Rationalization of pay scales) Rules, 1956 as amended upto date.

8. The Rajasthan Civil Services (Revised pay scale) Rules, 1961 as amended upto date.

9. The Rajasthan Civil Services (New pay scales) Rules, 1969 as amended upto date.

10. The Rajasthan Civil Services (Revised New pay scales) Rules, 1976 as amended upto date.

10A. [Rajasthan Compassionate Appointment of Dependants of Deceased Government Servant Rules, 1996 as amended up to date.] [Inserted by Notification No. G.S.R. 100, dated 7.3.2014 (w.e.f. 5.3.1986).]

11. Any other Rules made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time being in force.

I

[Part I] [Substituted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).] For Lower Division Clerks(Syllabus & Rule for the Competitive Examination)[See Rule 16]I Written Examination. - The written examination shall include the following papers and each paper will carry the number of marks shown against it:-

Paper-I-English- 100 Marks Duration - 90 Minutes

Paper-II-Hindi-100 Marks Duration - 90 Minutes

There will be objective type question papers containing 100 questions in each.II Computer Test:The Computer (Efficiency & Speed) Test shall consist of two papers:-Paper-I-Speed Test- 50 Marks Duration 10 MinutesMinimum Speed should be 8000 key depressions per hour on computer. Data will have to be fed in Hindi or English or in dual Language i.e. Hindi and English.Paper-II-Efficiency Test - 50 Marks Duration 10 Minutes To assess proficiency on computer.SyllabusSyllabus for English & Hindi papers is as follows:-

1. IkekU; fgUnh

1. laf/k vkSj laf/k foPNsn

2. Ikekfld inksa dh jpuk vkSj lekl foxzg

3. milxZ

4. izR;;

5. i;kZ;okph 'kCn

6. foijkrkFkZd foykse 'kCn

7. vusdkFkZd 'kCn

8. 'kCn&qXe

9. laKk 'kCnksa ls fo'ks''k.k cukuk

10. 'kCn&'kqf)% v'kq) 'kCnksa dk 'kqf)dj.k vkSj 'kCnxr v'kqf) dk dkj.k

11. okD;&'kqf)&v'kq) okD;ksa dk 'kq)hdj.k vkSj okD;xr v'kqf) dk dkj.k

12. okP;% dr`ZokP;] deZokP; vkSj HkkookP; iz;ksx

13. fdz;k% IdeZd] vdeZd vkSj iwoZdkfyd fdz;k,a

14. okD;ka'k ds fy, ,d lkFkZd 'kCn

15. eqgkojs vkSj yksdksfDr;ka

16. vaxzsth ds ikfjHkkf''kd rduhd 'kCnksa ds lekukFkZd fgUnh 'kCn

17. l[j] l;aqDr vkSj feJ vaxzsth okD;ksa dk fgUnh esa :ikUrj.k vkSj fgUnh okD;ksa dk vaxzsth esa :ikUrj.k

18. dk;kZy;h i=ksa ls lacaf/kr Kku

2. General English:

- 1. Tenses/Sequence of Tenses**
- 2. Voice: Active and Passive**
- 3. Narration: Direct and Indirect**
- 4. Transformation of Sentences; Assertive to Negative, Interrogative, Exclamatory and vice verse.**
- 5. Use of Articles, Determiners and Prepositions**
- 6. Translation of Simple (Ordinary/Common) Sentences from Hindi to English and Vice verse.**
- 7. Correction of sentences including subject, verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used.**
- 8. Glossary of official, Technical Terms (with their Hindi Versions)**
- 9. Synonyms and Antonyms**
- 10. One word substitution**
- 11. Prefixes and suffixes.**
- 12. Confusable words**
- 13. Comprehension of a given passage**
- 14. Knowledge of Official/Demi Official Letters, Circular, Notices and Tenders.**

[Part II] [Substituted by Notification No. G.S.R. 100, dated 7.3.2014 (w.e.f. 5.3.1986).] For StenographersCompetitive examination for the posts of Stenographers shall consist of the subjects given in two alternative groups A and B. A candidate shall be required to pass the subjects group of the post applied and required to pass Group C compulsorily:-

GROUP 'A'

English shorthand test

100 marks

The test shall consist of dictation at 100 words per minute.

GROUP 'B'

Hindi shorthand test

100 marks

The test shall consist of dictation at 80 words per minute.

GROUP-C

Computer: There will be speed test on computer.

Speed: Minimum speed should be 8000 depressions per hour on computer. Data will have to be fed English Language or in dual language i.e. English and Hindi. The test will be of 100 marks which consist of speed test and efficiency test carrying 50 marks each (total 100 marks). [***] [Deleted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).]

Schedule II{

Application
Form

PHOTO

Form 'A'

(For Lower
Division
Clerks)

1. Name of the candidate (in block letters)
2. Date of birth (in English Calendar)
3. Nationality.
4. Father's name with occupation.
5. Place of residence.
6. Educational qualifications specifying examinations passed with divisions and years.
7. Whether knows type-writing: if yes, then write speed in typewriting if knows shorthand and type-writing both, then write speed in type-writing and shorthand both.
8. Whether he can read and write Hindi with ease, correctness and fluency.
9. Whether the applicant has been previously or is at the time of applying in the service of the State Government. If he is or has been, full particulars to be given of the Department, the post held and the pay drawn and whether he has the sanction of the Head of his office for making such an application, and in case he has left Government service, under what circumstances.
10. Whether the applicant has made any previous application for appointment in the ministerial establishment of the [District Courts] [Substituted 'Subordinate Courts' by Notification No. G.S.R. 52, dated 19.7.2017 (w.e.f. 5.3.1986).], and if so with what result.
11. Does he belong to Scheduled Caste/Scheduled Tribe. If so, give particulars with a certificate from a Magistrate in support of his claim.

(Signature of the applicant) with date and address. Note.- 1. Date of birth shall be the date recorded in the certificate of Secondary Examination or other examination recognised by the Government as

equivalent thereto.

2. The application shall be accompanied by the following certificates:

(a) Certificates of passing the examinations mentioned in para 6 above. (b) Certificates of good character by the Principal Academic Officer of the University or College or School in which the applicant was last educated and by two responsible persons of status (not being relations) who are well acquainted with the applicant's private life and are unconnected with his University, College or School. (c) Any other certificate of recommendation which the applicant wishes to produce.

Form 'A' PHOTO

(For Lower
Division
Clerks)

1. Name of the candidate (in block letters)
2. Date of birth (in English Calendar)
3. Nationality.
4. Father's name with occupation.
5. Place of residence.
6. Educational qualifications specifying examinations passed with divisions and years.
7. Whether he learnt shorthand and type-writing privately or in any educational Institution.
8. Whether he knows both English and Hindi shorthand and typewriting or only one of them. (a) Speed in English Shorthand and type-writing. (b) Speed in Hindi Shorthand and type-writing.
9. Whether he can read and write Hindi with ease, correctness and fluency.
10. Whether the applicant has been previously or is at the time of applying in the service of the State Government. If he is or has been, full particulars to be given of the Department, the post held and the pay drawn and whether he has the sanction of the Head of his office for making such an application, and in case he has left Government service, under what circumstances?
11. Whether the applicant has made any previous application for appointment in the ministerial establishment of the [District Courts] [Substituted 'Subordinate Courts' by Notification No. G.S.R. 52, dated 19.7.2017 (w.e.f 5.3.1986).], and if so with what result.
12. Does he belong to Scheduled Caste/Scheduled Tribe. If so, give particulars with a certificate from a Magistrate in support of his claim.

(Signature of the applicant with date and address.) Note.- 1. Date of birth shall be the date recorded in the certificate of Secondary Examination or other examination recognised by the Government as equivalent thereto.

2. The application shall be accompanied by the following certificates:

(a) Certificates of passing the examinations mentioned in para 6 above. (b) Certificates of good character by the Principal Academic Officer of the University or College or School in which the applicant was last educated and by two responsible persons of status (not being relations) who are well acquainted with the applicant's private life and are unconnected with his University, College or School. (c) Any other certificate of commendation which the applicant wishes to produce. }

III

(Rule 19) Form of Register Showing the Marks of the Candidates who have Passed Recruitment Test Held in Judgeship In Order of Merit Year.....

Serial Number	Name of the selected Candidate, his father; surname and address	Date of Birth as per Board/ University Certificate	Education qualification	Marks obtained	Whether member of Schedule Caste/ Schedule Tribe	Remarks
1	2	3	4	5	6	7

IV

(See rule 23-A) Syllabus and instructions for the Departmental Examinations for Munsarims and clerks. The Departmental Examinations for Munsarims and Clerks shall be held in the following subjects :-

FOR MUNSARIMS

Paper I (i) General Rules (Civil) 1952

(ii) General Rules (Criminal) 1980

Paper II (i) Rajasthan Service Rules, 1951

(ii) General Financial and Accounts Rules.

FOR CLERKS

Paper I General Rules (Civil) 1952

Paper II General Rules (Criminal), 1980.

1. Each paper will be of 3 hours duration and will carry 100 marks. The minimum pass marks will be 33 in each paper.

2. Persons working as Munsarims will be eligible for the Munsarims examination and those working as Lower Division Clerks will be eligible for the Clerks examination.

3. All the persons working as Munsarims and Lower Division Clerks who have not passed the test on the date of issue of notice of Departmental Examinations, will be required to appear in the respective tests, unless one is exempted by the High court on submission of an application for exemption from appearing at the test, giving sufficient reasons through the District Judge concerned alongwith his recommendation.

4. [The examinations will be held every year on the date & at the time fixed by the High Court, at the head-quarters of the District & Sessions Judge, who will make all the necessary arrangements according to the syllabus and the instructions issued by the High Court from time to time.] [Substituted by Notification No. G.S.R. 118, dated 1.12.2015 (w.e.f. 5.3.1986).]