

THE RAJASTHAN SUBORDINATE ACCOUNTS SERVICE RULES, 1963

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**GOVERNMENT OF RAJASTHAN
APPOINTMENTS (A-II) DEPARTMENT**

No. F.1(7) Appts. (A-II)/60

Jaipur, May 20, 1963

Notification

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules regulating the recruitment of post in, and the conditions of service of persons appointed to the Rajasthan Subordinate Accounts Service, namely :-

**THE RAJASTHAN SUBORDINATE ACCOUNTS SERVICE
RULES, 1963**

PART I-General

1. Short Title and commencement.- These Rules may be called the Rajasthan Subordinate Accounts Service Rules, 1963. They shall come into force at once.

+“1A Application- These rules shall not apply to the posts governed by the Rajasthan scheduled area subordinate, ministerial and class-IV service (recruitment and other service conditions) rules, 2014, except as provided in those rules.”

2. Definitions.- In these Rules unless the context otherwise requires:-

(a) “Appointing Authority” means the[#]“Director and Ex-officio Joint Secretary, Treasury and Accounts”, Rajasthan

(b) [£]“Assistant Accounts Officer Grade-II” means the holder of the post of an [£]“Assistant Accounts Officer Grade-II” in the Rajasthan Government Secretariat, High Court and Court subordinate there to or State Legislative Assembly or Rajasthan Public Service Commission or in the offices of other Heads of Departments and their subordinate offices or Inspecting Superintendent in Local Fund Audit Department and such other posts which may be sanctioned as posts to be held by accountants and on which pay is admissible in the sanctioned scale for [£]“Assistant Accounts Officer Grade-II”, but does not include a District Revenue Accountant or a Divisional Accountant of the Public Works Department or an Upper Division Clerk dealing with accounts work;

^{*}(c) “Accounts Clerk” means a substantive or temporary Upper Division Clerk or a

⁺ Inserted vide Notification No F.7(1)DOP/A-II/2014 Dated 04-03-2014

[#] Substituted for [@] “Director, Treasury and Accounts” vide Notification No. F.1(2)FD/Rev./19 dated 05-07-2022

[@] Substituted for “Chief Accounts Officer” vide Notification No. F.5(19)FD/Rev-1/84 dated 18-10-1985.

[£] Substituted for “Accountant” vide notification No. F 2(5) DOP/A-II/88 dated 30.09.2014

^{*} Substituted for:- (c) “Accounts Clerk” means a substantive or temporary Upper Division Clerk, or a substantive Lower Division Clerk officiating as Upper Division Clerk, in the Rajasthan Government Secretariat, or the High Court and Courts subordinate there to, or the Rajasthan Public Service Commission, or the State Legislative Assembly or in any other Government department who is qualified to draw the special pay Sanctioned for Accounts Clerk or An Auditor in the Local fund Audit while holding a Sanctioned post of accounts clerk, Auditor in Local fund Audit or any other post Sanctioned by Government as equivalent there to vide FD notification No.F.2(3) FD/A & I/8/69 date 05.02.1973.

Lower Division Clerk officiating as Upper Division Clerk, in the Rajasthan Government Secretariat, Rajasthan High Court and Courts subordinate thereto, Rajasthan Public Service Commission, The State Legislative Assembly or any government department, who has passed the Accounts Clerk Examination and is actually drawing the special pay Sanctioned for the post of Accounts Clerk or any other post declared by the government equivalent thereto for holding of which it is necessary to pass the Accounts Clerks Examination, or an accounts Inspector of the famine Relief Department who has passed the accounts Clerks Examination and the “The Accounts Clerk Examination” includes any Examination Which has been declared equivalent thereto by the Government; and

(d) £“Assistant Accounts officer Grade-I” means an officer holding the gazetted post of £Assistant Accounts Officer Grade-I, Assistant Treasury Officer, whole time Sub Treasury Officer, Assistant Examiner Local Fund Audit Department (junior), any other post as may be declared equivalent thereto by the government from time to time;

^x (e) “Director and Ex-officio Joint Secretary, Treasury and Accounts” means the Director and Ex-officio Joint Secretary, Treasury and Accounts, Rajasthan;

(f) “Commission” means the Rajasthan Public Service Commission;

(g) “Direct recruitment” Means recruitment made other-wise than by promotion as prescribed in Rule 6;

@ (h) “Government” and “State” mean respectively the Government of Rajasthan and the State of Rajasthan;

* (hh) “Junior Accountant” means the holder of the post of Junior Accountant recruited under proviso (ii) of rule 6 or in accordance with the manner stated against serial No. 3 of Schedule;

% (i) “Member of the Service” means a person appointed to a post in the service on the basis of regular selection under the provisions of these rules or the rules or order superseded by these rules.”

(j) “Schedule” means a Schedule appended to these Rules,

(k) “Service” means the Rajasthan Subordinate Accounts Service;

§ (l) “Substantive appointment” means an appointment made under the provisions of these Rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these Rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.

Note:-Due selection by any methods of recruitment prescribed under these Rules will include recruitment either on initial Constitution of Service or in accordance with the provision of any Rules promulgated under proviso to Article 309 of the Constitution of India, except urgent temporary appointment.

£ Substituted for “Assistant Accounts Officer” vide notification No. F 2(5) DOP/A-II/88 dated 30.09.2014

^x Substituted for “(e) ‘Chef Accounts Officer’ means an officer appointed as such by the Rajasthan Government;” vide F.D. Notification No. F.2(3) FD/A & I/8/69, dated 05-02-1973

@ Substituted for (h) “Government” and “state” mean respectively the Government and State of Rajasthan vide Notification No. F.7(10) DOP/A-II/74, dated 10.02.1975

* (hh) Added vide F.D. Notification No. F.2(3)FD/A & I/8/69, dated 05.02.1973

% Substituted for (i) “Member of the Service” means a person appointed in a substantive capacity to a post of the Service under the provisions of these Rules or the Rules or orders superseded by these Rules, and includes a person placed on probation; vide Notification No. F.7(1) DOP/A-II/96 dated 10.10.2002

§ Inserted vide Notification No.F.7(3)DOP/A-II/74, Dated the 5th July, 1974.

@(m) “Service” or “Experience” wherever prescribed in these Rules as a condition for promotion from one Service to another or within the Service from one category to another or to senior posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with Rules promulgated under proviso to Article 309 of the Constitution of India.

Note:- Absence during service e.g. training, leave and deputation etc., which are treated as “duty” under the Rajasthan Service Rules, 1951 shall also be counted as service for computing experience or service required for promotion.”

£(n) “year” means “financial year” w.e.f. 01-04-1981.

3. Interpretation:- Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Rajasthan Act No. 8 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:-(1) The nature of posts included in the Service shall be as specified in Column 2 of Schedule I.

(2) The strength of posts shall be such as may be determined by the Government, from time to time, provided that the Government may-

- (a) Create any post, permanent or temporary, from time to time, as may be found necessary; And
- (b) Leave unfilled or hold in abeyance or abolish any post permanent or temporary from time to time without thereby entitling any person to any compensation.

5. Initial Constitution of the Service :- The service shall consist of :-

- (a) Persons holding substantively the post specified in schedule I;
- (b) Persons recruited to the service before the commencement of these Rules; and
- (c) Persons recruited to the Service in accordance with the provisions of these Rules.

@ Substituted for:- ⁺(m) ‘Service’ or Experience, wherever prescribed in these Rules as a condition for promotion from one Service to another or within the Service from one category to another or to senior Posts in the case of person holding such posts in substantive capacity shall include the the period for which the person has continuously worked on such post after regular recruitment in accordance with the Rules promulgated under proviso to Article 309 and shall also include the experience gained by officiating, temporary or ad hoc appointment, if such appointment is in the regular line of promotion and was not of stop-gap or fortuitous nature or invalid under any law and does not involve supersession of any senior official, except when such supersession was either due to want of prescribed academic and other qualification, unfitness or non selection by merit of the default of the senior official concerned.

* or when such ad hoc or urgent temporary appointment was in accordance with seniority-cum-merit.

Note:- “Absences during service e.g., training and deputation which are treated as “duty under the R.S.R, shall also be counted as service for computing minimum experience or service required for promotion.” vide Notification No.F.6(2) DOP/A-II/71, dated 29-08-1982.

⁺ Inserted vide (department of Personnel Notification No.F.6(2) Appts./A-II/71, dated 13-07-1975.

* Inserted vide Notification No. F.6(2) Appts./A-II/71, dated 13-07-1976. W.e.f. 1-10-1975

£ Added vide Notification No.F. 7(2) DOP/A-II/81, dated 21-12-1981 w.e.f. 1-4-1981.

PART III-Recruitment

***6. Method of Recruitment.**-(1) Recruitment to the Service shall be made in the manner specified in column 3 of the Schedule by recruitment in accordance with Part IV of These Rules:

Provided that (i) if the appointing authority is satisfied in consultation with the Commission that suitable persons are not available in a particular year for appointment as [^]“Assistant Accounts Officer Grade-II” by either promotion or direct recruitment, appointment by either method in relaxation of the prescribed proportion may be made in the same manner as prescribed in these Rules; and

(ii) Special recruitment to the posts of Junior Accountant shall be made from amongst [£]“the persons who have passed the Junior Diploma Course Examination and” Accounts Clerks according to the criteria and in the manner laid down in Part V of these Rules.

[%](iii)“Provided also further that 12.5% of the posts of Junior Accountants to be filled in by direct recruitment shall be reserved for being filled in from amongst the ministerial staff of all the departments of the Government holding a post in Cadre substantively, subject to their being found otherwise eligible for such recruitment under the Rules. This reservation shall be carried forward only to the next succeeding year.”

⁺(iv)“Notwithstanding anything contained in these rules the persons, irregularly appointed on duly sanctioned posts and completed ten years service on 10-04-2006, without intervention of any court or tribunal and continuously working as such on the date of commencement of these amendment rules, shall be screened by a committee consisting of-

(a) in case of posts falling within the purview of the commission:-

- (i) Chairman of commission or a member nominated by him,
- (ii) Pr. Secretary /secretary of the Government, Department of personnel,
- (iii) Pr. Secretary /secretary of the Government, Finance department or his nominee not below the rank of deputy secretary, and
- (iv) Pr. Secretary/secretary of the Government, of the concerned department.

* Substituted for :- “6. Methods of Recruitment.- Recruitment to the Service after the commencement of these Rules shall be made as specified in column 3 of Schedule I by the following methods' namely:-

(a) by direct recruitment in accordance with Part IV of these Rules;

(b) by Promotion of such persons as qualify or have qualified at the qualifying examination held by the Commission in accordance with Part IV of these Rules or have been exempted by the Government from appearing at the qualifying examination before the commencement of these Rules:

Provided (i) that if the appointing authority is satisfied in consultation with the Commission, that suitable persons are not available, in a particular year, for appointment by either direct recruitment or promotion, appointment by either method in relation of the prescribed proportion, may be made in the same manner as prescribe in these Rules;

(ii) that nothing in these Rules shall preclude the Government from appointing Officers previously in the employment of pre-organization States of Ajmer, Bombay and Madhya Bharat to suitable posts in the Schedule I in accordance with the Rules Governing the integration of their services or from appointing to the post of Accountants in the Service, in consultation with the Commission, persons holding posts of Accountants or posts equivalent thereto in the office of the Regional Settlement Commissioner, Government of India, whether in a substantive, officiating or temporary capacity and rendered surplus from that office and temporarily absorbed as Accountant before the commencement of these Rules." vide F.D. Notification Na.F.2(3)FD/A & I/8/69, dated 5-2-1973.

[^] Substituted for “Accountant” vide notification No. F 2(5) DOP/A-II/88 dated 30.09.2014

[£] Inserted vide Notification No F. 2(3) DOP/A-11/78, dated 5-7- 1979.

[%] Proviso (iii) added vide Notification No. F. 2(11) DOP/A-II/83, dated 23-1-1985, w.e.f. 1-4-1985

⁺ New Proviso (iv) added vide notification no. F.5(2)DOP/AII/2008pt-I, dated 08-07-2009

(b) in case of the posts outside the purview of the commission:-

- (i) Pr. Secretary/Secretary of the Government, Department of Personnel
- (ii) Pr. Secretary/Secretary of the Government, Finance Department or his nominee not below the rank of Deputy Secretary,
- (iii) Pr. Secretary /Secretary of the Government, of the concerned department.

Provided they were eligible for appointment, as per rules on the date of their initial irregular appointment and vacancy is available at the time of screening. The appointing authority shall issue appointment order of the person, who is adjudged suitable by the screening committee and appointment shall be effective from the date of issue of such appointment order.”

%(2) “Recruitment to the service by the aforesaid method shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the Rules/ Schedule of the total cadre strength as sanctioned for each category from time to time”.

***6-A.-** Notwithstanding anything contained in the recruitment, appointment, promotion, seniority and confirmation etc. of a person who joins the Army/Air Force/Navy during an Emergency shall be regulated by such orders and instructions as may be issued by the Government from time to time provided that these are regulated **Mutatis Mutandis** according to the instructions issued on the subject by the Government of India.

06-B.- Notwithstanding anything contained in the Rules, the Appointing Authority may appoint physically handicapped person on post earmarked in accordance with the provision of the Rajasthan Employment of Physically Handicapped Rules, 1976. Such appointment shall be treated as regular appointment. All handicapped persons appointed upto the period 31-03-88 on the post earmarked and not within the purview of the Commission shall be made regular by appointing Authority on their work being found satisfactory.

+6-C.-“Compassionate Appointment of Dependents of the Deceased/Permanently incapacitated Armed Forces Service Personnel/Para-Military Personnel- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the –

% New sub-rule (2) added and the excising provision of Rule 6 numbered as sub-rule (1) vide Notification No. F.7(2) DOP/A-II/81 dated 13-11-1996.

* Rule 6 A. Added vide Notification No.F. 21(12) Appts.(c) 55/pt.II, dated 29-8-1973. The above amendment shall be deemed to have come into force with effect from 29-10-1963.

0 Rule 6-B. Added vide Notification No.F. 3(6) DOP/A-II/81, dated 07-12-1989.

+ Substituted for %6-C”**Compassionate Appointment of Dependents of the Deceased/Permanently incapacitated Armed Forces vice Personnel Para-Military Personnel:-** (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post of Lower Division Clerk. Class-IV Employee and post in Subordinate Services up to Scale No. 9 be filled in by direct recruitment, by appointing on compassionate ground one of the dependent of a member of Armed Forces/ Para Military Forces belong to the State who dies or becomes permanently incapacitated in action on or after commencement of this provision, in operations at the International Border or at the Line of actual Control/Line of Control.

Provided that in so far as appointment in subordinate service is concerns the dependents shall be considered for appointment to the lowest post, up to scale No.9, at which direct recruitment is made, according to the qualifications possessed by the dependent.

Contd.....

(i) post upto pay scale number 9A to be filled in by direct recruitment by appointing on compassionate ground one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who becomes permanently incapacitated **“on or after 01-04-1999”* in any defense operations including counter insurgency operations and operations against terrorists;

(ii) posts upto pay scale number 11 to be filled in by direct recruitment by appointing on compassionate ground, one of the dependents of a member of Armed Forces/Para Military Forces belonging to the State who dies **“on or after 01-04-1999”* in any defence operations including counter-insurgency operations and operations against terrorists;

Subject to fulfillment of the educational qualifications and other service conditions prescribed under the relevant Service Rules and with the concurrence of Department of Personnel and the Rajasthan Public Service Commission if the post falls within the purview of the Commission:

§(iii) post up to pay scale number 9A to be filled in by direct recruitment by appointing on compassionate ground, one of the dependent of a member of Armed Forces belonging to the state, who died or was permanently incapacitated in war or any defence operations including counter Insurgency operations and operations against terrorists during the period from 01-01-1971 to 31-03-1999.”

(2) Such dependent shall address an application for the purpose to the ZilaSainikKalyanAdhikari in the case of Armed Force and the officer commanding the Para Military Unit for Para-Military Forces duly verified by the Head of the Unit where the deceased/permanently incapacitated member of the Armed Forces/Para Military Forces was serving at the time of death/becoming Permanently incapacitated. The application shall be considered in relaxation of the normal recruitment rules subject to the conditions that the dependant fulfills the academic qualifications and experience, except for appointment to Class-IV for which educational qualification shall be relaxed, and age limit prescribed for the post and is also otherwise qualified for Government Service.

(3) The application of such dependent shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the dependent. In the event of non-availability of vacancy in the District concerned the application shall be sent to the Divisional Commissioner who shall arrange appointment in any District under his jurisdiction.

(4) The application shall contain the following information:-

1. Name and designation of the deceased /permanently incapacitated Armed Force/ Para-Military Force Personnel;
2. Unit in which he/she was working prior to death/becoming permanently incapacitated;
3. The date and place of death with death certificate issued by the Authority competent to declare him a battle casualty or becoming permanently incapacitated;
4. Name, date of birth, educational qualifications of the applicant and his/her relation with the deceased (with certificates)

Explanation:- For purposes of this rule:-

(a) **'Armed force'** means the Army, Navy and Air Force of the Union.

(b) **'Dependent'** shall mean spouse/son, adopted son, unmarried daughter/unmarried adopted daughter who were wholly dependent on the deceased/permanently incapacitated defence service personnel/Para-military personnel.

Note:-1 **'Adopted son/daughter'** means legally adopted son/daughter by the deceased/ permanently incapacitated person during his/her life.

(c)**'Para-Military Forces'** means the Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police and any other Para-Military Force, as may be notified by Central and State Government, from time to time.

(d)**'Permanently incapacitated'** means a person who has suffered more than 80% per anent physical impairment or more than 75% permanent neurological impairment in operations rendering him/her unfit for any kind, of employment in future.

Note:- 2 Assessment of permanent impairment would be in accordance with the Manual for Doctors to Evaluate Permanent Physical Impairment (DGHS-WHO-AHMS, New Delhi 1981) and certified by the Army Authorities and countersigned by Assistant Director, Medical Services HQ 61(1) Sub Area, Jaipur or certified by a Medical Board consisting of Head of Department of Orthopedics, Head of Department of Physical Medicine & Rehabilitation and Head of Department of Forensic Science of a Medical College in Rajasthan.” vide Notification No. F.5(3) DOP/A-II/94 dated 01-10-2002

% Added vide Notification No.F. 5(3) DOP/A-II/94, dated 7-02-2000 w.e.f. 01-04-1999.

* Inserted vide notification No. F.5 (3) DOP/A-II/94, dated 10-06-2008.

§ New clause (iii) inserted vide Notification No. F.5 (3) DOP/A-II/94, dated 10-06-2008.

Provided that :-

- (i) £“that the upper age limit shall be relaxed up to 45 years in case a dependent of a member of Armed Forces who died or was permanently incapacitated during the period from 01-01-1971 to 31-03-1999, applies for appointment with-in one year to the commencement of these amendment rules.”
 - (ii) if the Armed Forces/Para Military personnel who are permanently incapacitated are capable of and desirous of obtaining employment for themselves under the State Government, employment shall be given to them.
 - (iii) if the widow or the children of the Armed Forces/Para Military personnel who are killed or permanently incapacitated are not in a position to take up employment immediately, employment will be given to them on acquiring of eligibility for appointment.
- (2) Appointment shall be given to dependent of Armed forces/Para Military personnel only if any one of them has not got appointment on any post under the provisions of concerned service rules prevailing in the Government of India.
- (3) Appointment shall not be given to such dependent if any of the other dependents of the Armed Forces/Para Military personnel is already employed on regular basis under the Central/any State Government of Statutory Board Organisation/Corporation owned or controlled wholly or partially by the Central/any State Government at the time of death of the Armed Forces/Para Military Personnel.
- Provided that this condition shall not apply where the widow seeks employment for herself.
- (4) Such dependent shall address an application for the purpose to the Zila Sainik Kalyan Adhikari in the case of Armed Forces and the Officer Commanding the Para-Military Unit for Para-Military forces duly verified by the Head of the Unit where the deceased/permanently incapacitated member of the Armed forces/Para Military forces was serving at the time of death/becoming permanently incapacitated. The application shall be considered in relaxation of the normal recruitment rules subject to the condition that the dependent fulfills the academic qualifications and experience, except for appointment to Class IV for which educational qualification shall be relaxed, and age limit prescribed for the post and is also otherwise qualified for Government Service.
- (5) The application of such dependent shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possesses by the dependent. In the event of non-availability of vacancy in the District Concerned the application shall be sent to the Divisional Commissioner who shall arrange appointment in any District under his jurisdiction.
- #“If vacant post is not available under the jurisdiction of the divisional commissioner, then the application shall be referred by the Divisional Commissioner to Government in the Department of Personnel for providing appointment.”
- (6) The application shall contain the following information :-
- (i) Name and designation of the deceased/Permanently Incapacitated Armed Force/Para-Military Force personnel;
 - (ii) Unit in which he/she was working prior to death/becoming permanently incapacitated;

£ Substituted for “the dependents of a member of Armed Forces/Para Military Forces belonging to the State shall be considered for appointment to the lowest post of the service (upto pay scale number 9A in case of permanently incapacitated personnel of Armed Forces/Para Military Forces and upto pay scale No. 11 in case he dies) at which direct recruitment is made, according to the qualifications possessed by the dependent.” vide Notification No. F.5 (3) DOP/A-II/94, dated 10-06-2008.

Inserted vide Notification No. F.5 (3) DOP/A-II/94, dated 10-06-2008.

- (iii) Date and place of, death with death certificate issued by the Authority competent to declare him a battle casualty or becoming permanently incapacitated.
- (iv) Name, date of birth, educational qualification of the applicant and his/her relation with the deceased (with certificates)

Explanation:- for purpose of this rule:-

- (a) "Armed Force" means the Army, Navy and Air Force of the Union.
- (b) "Dependent" means spouse of the deceased/ permanently incapacitated person, son/adopted son, unmarried daughter/unmarried adopted daughter who were wholly dependent on the deceased/permanently incapacitated Armed Forces Service personnel/Para Military Personnel;
Note:- Adopted son/daughter means legally adopted son/daughter by the deceased/Permanently incapacitated person during his/her life.
- (c) "Para-Military Forces" means the Border Security Force, Central Reserve police Force, Indo Tibetan Border Police and any other Para-Military Force, as may be notified by Central and State Government, from time to time;
- (d) "Permanently Incapacitated" means a person who is covered under the definition of the term "person with disabilities" as provided in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (Act No. 1 of 1996).

@6-D.Compassionate appointment of dependents of the deceased persons, who died or declare dead after missing in Uttarakhand Tragedy-2013.- (1) Notwithstanding anything contained in these rules the Appointing Authority may fill the vacancies of the post upto level in pay matrix L-9 to be filled in by direct recruitment by appointing on compassionate ground to one of the dependents of a person who was bonafide resident of the State of Rajasthan and died in the Uttarakhand tragedy-2013, subject to the condition that,-

- (i) The dependent must be a bonafide resident of the State of Rajasthan; and
- (ii) The dependent fulfills academic and other qualifications and other conditions prescribed under these rules for respective post:

Provided that the procedural requirement for selection such as,-

- (a) Computer qualification shall not be insisted upon at the time of appointment. The dependent shall have to possess any of the computer qualification as prescribed in the relevant rules within the period of probation, failing which his/her probation shall be deemed to be extended, unless the appointing authority terminates his/her services finding the performance wholly unsatisfactory;
- (b) Training or departmental examination or typing on computer shall not be insisted upon at the time of appointment. The dependents shall however, be required to clear such training or departmental examination or typing test on computer in any one language, either in English or in Hindi, within a period of three years, unless the period is relaxed by Department of Personnel, for entitlement for confirmation, failing which his/her appointment shall be allowed until he/she acquires such qualification. On acquiring such qualification, annual grade increments shall be allowed notionally from the date of appointment but no arrears shall be paid.

@ New rule added vide notification No.F.3(9)DOP/A-II/2013 Dated 08-08-2022.

Provided further that the widow appointed under the provisions of these rules shall be exempted from having computer qualification and passing the typing test on computer.

Provided also that the person with benchmark disability appointed under the provisions of this rule shall be exempted from passing the typing test on computer.

(2) Appointment shall not be given to such dependent, if any one of the dependents of such deceased or declared as dead after missing is already employed on regular basis under the Central/any State Government or Statutory Board/Organisation/Corporation owned or controlled wholly or partially by the Central/any State Government at the time of death of the deceased or declaration of death of missing person:

Provided that this condition shall not apply where the widow seeks employment for herself.

Provided further that in case, the number of persons who died or declared dead after missing are more than one of any family, only one dependent shall be considered for appointment on compassionate ground.

(3) Such dependent shall submit an application for appointment to the District Collector concerned. The District Collector shall forward the application with his recommendations to the Disaster Management, Relief & Civil Defence Department for verification. After the verification of death or declaration of death of such deceased, the application of such dependent shall be forwarded to the District Collector concerned for suitable appointment. In the event of non-availability of vacancy in the district concerned, the application shall be sent to the Divisional Commissioner who will arrange appointment in any District under his jurisdiction. If vacant post is not available under the jurisdiction of the Divisional Commissioner, the application shall be referred by the Divisional Commissioner to the Department of Personnel (A-II) for providing appointment.

Explanation: For the purpose of this rule Dependent means,-

- (i) spouse; or
- (ii) son including son legally adopted by the person died or declared dead after missing during his/her life time; or
- (iii) unmarried/widowed/divorced daughter including legally adopted daughter by the person died or declared dead after missing during his/her life time; or
- (iv) married daughter, if no other dependent mentioned in clause (ii) and (iii) above is available; or
- (v) mother, father, unmarried brother or unmarried sister in case of unmarried person died or declared dead after missing,

who was wholly dependent on the person died or declared dead after missing at the time of his/her death.

(4) Notwithstanding anything contained in this rule persons who were appointed in pursuance of relief package dated 29-07-2013 issued by the Disaster Management and Relief Department shall be deemed to be appointed under the provisions of this rule from the date of commencement of the Rajasthan Various Service (Vth Amendment) Rules, 2022, if they are otherwise eligible for appointment under this rule.”

^x7. Reservation of Vacancies for the Scheduled Castes and Scheduled Tribes.-(1)

Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with [£]“the provisions of the Rajasthan Scheduled Castes, Scheduled Tribes, Backward Classes, Special Backward Classes and Economically Backward Classes (Reservation of Seats in Educational Institutions in the State and of Appointments and Posts in Services under the State) Act, 2008”at the time of recruitment i.e. by direct recruitment and by promotion.

(2) the vacancies so reserved for promotion shall be filled in by [@]“Seniority-cum-merit and merit.”

(3) In Filling the Vacancies so reserved the eligible candidates who are members of the Schedule Castes and Scheduled Tribes shall be considered for appointment in the order which their names appear in the list prepared for Direct Recruitment by the Commission, for posts falling in its purview, and by the Appointing Authority in other cases, and the Departmental Promotion Committee or the Appointing authority, as the case may be, in the case of promotees, irrespective of their relative rank as compared with other Candidates.

^x Substituted for “7. Reservation of vacancies for Scheduled Castes and Scheduled Tribes.-(1) Reservation of vacancies of Scheduled Castes and Scheduled Tribes shall be in accordance with the orders of the Government for such reservation in force at the time of recruitment.

(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 prepared under sub-rule (1) of Rule 23 of these Rules, irrespective of their relative rank as compared with other candidates.

(3) If a sufficient number of candidates who are members of the Scheduled Castes and the Scheduled Tribes is not available for filling all the vacancies so reserved, the remaining vacancies shall be filled by the appointment of other candidates in the list and equivalent number of additional vacancies shall be reserved for candidates belonging to the Scheduled Castes and the Scheduled Tribes to be filled on the result of the examination held in the next year.

Provided that if a sufficient number of suitable candidates belonging to the Scheduled Castes and the Scheduled Tribes is not available as a result of the said next examination in the next year to fill all the reserved vacancies, the additional vacancies or such of them as are not filled, shall lapse.

Note:- The reservation shall be calculated on the basis of total vacancies. The adjustment of fractions shall be made over a period of five years. Promotion shall be made irrespective of consideration of caste or tribe." vide Notification No. F. 7 (4) DOP/A-II/73, dated 3-10-1973.

[£] Substituted for “orders of the Government for such reservation in force” vide Notification No.F.7(8) DOP/A-II/2008, dated 28-08-2009.

[@] Substituted for ^{*} “merit alone:” vide Notification No.F. 7(4) DOP/A-II/73, dated 29-1-81.

^{*} Substituted for "Merit-cum-seniority" vide Notification No.F.7(6)Karmik (Ka-II),75-III, dated 31-10-1975

“(4) Appointments shall be made strictly in accordance with the roster prescribed separately for direct recruitment and promotion.

(4A) In the event of non-availability of the eligible and suitable candidates amongst the Scheduled Castes or Scheduled Tribes, as the case may be, for direct recruitment, in a particular year, the vacancies so reserved for them shall be carried forward to the subsequent three recruitment years. After the expiry of three recruitment years, such carried forward vacancies shall be filled in accordance with the normal procedure:

Provided that if recruitment is not held in any recruitment year, such recruitment year shall not be counted for the purpose of this sub-rule:

Provided further that filling up of the vacancies in accordance with the normal procedure under this sub-rule shall not affect the reservation of posts as per the post based roster and vacancies on the reserved posts available in the roster may be filled in from amongst the persons belonging to the Scheduled Castes or Scheduled Tribes, as the case may be, for which such vacancy is available in subsequent years.

Ø Substituted for + “(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 them shall be carried forward until the suitable Scheduled Castes and the Scheduled Tribes Candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes candidates shall be filled by promotion as well as by Direct recruitment from General category candidates. However, in exceptional cases where in the public Interest the Appointing Authority feels that it is necessary to fill the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post(s) by promoting the General Category candidate(s) on urgent temporary basis clearly stating in the promotion order that the General category candidate(s) who are being promoted on urgent Schedules Tribes candidates, as the case may be, shall have to vacate the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the candidate(s) of that category become available.” vide notification no. F.7(1)DOP/A-II/2008, dated 17-01-2013

+ Substituted for £ “(4) Appointments shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst Scheduled Castes and Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure, and an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total, and thereafter such reservation would lapse.

Provided that there shall be no carry forward of the vacancies in posts of class/category/group of posts in any cadre of Service to which promotions are made on the basis of * (Deleted) merit alone, under these Rules.” vide Notification No. F.7(4) DOP/A-II/2002 dated 10-10-2002

£ Substituted for:- “(4) In the event of non-availability of a sufficient number of the eligible and suitable candidates amongst the Scheduled Castes and Scheduled Tribes in a particular year’, vacancies shall be carried forward and shall be filled in accordance with the normal procedure.” Vide Notification No. F.7(4)Karmik (Ka-II)73, dated 10-02-1975:-

* Deleted the words “both merit and Seniority-cum-merit” and not by Seniority cum-” vide Notification No.F-7(6) Karmik (Ka-II)75-III, dated 31-10-1975(GSR-82).

(4B) In the event of non-availability of the eligible and suitable candidates for promotion amongst the Scheduled Castes and the Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be carried forward until the suitable Scheduled Castes and the Scheduled Tribes candidate(s), as the case may be, are available. In any circumstances no vacancy reserved for Scheduled Castes and the Scheduled Tribes candidates shall be filled by promotion from General category candidates. In exceptional cases, where in the public interest the Appointing Authority feels that it is necessary to fill up the vacant reserved post(s) by promotion from the General category candidates on urgent temporary basis, the Appointing Authority may make a reference to the Department of Personnel and after obtaining prior approval of the Department of Personnel, they may fill up such post(s) by promoting the General category candidate(s) on urgent temporary basis clearly stating in the promotion order that the General category candidate (s) who are being promoted on urgent temporary basis against the vacant post reserved for Scheduled Castes or the Scheduled Tribes candidates, as the case may be, shall have to vacate the post as and when the Candidate(s) of that category become available:

Provided that there shall be no carry forward of the vacancies in posts or class/category/ group of posts in any cadre of Service to which promotions are made on the basis of merit alone, under these rules,"

§“7A.Reservation of vacancies of Backward Classes, Special Backward Classes and Economically Backward Classes.-Reservation of vacancies of Backward Classes, Special Backward Classes and Economically Backward Classes shall be in accordance with the provisions of the Rajasthan Scheduled Castes, Scheduled Tribes, Backward Classes, Special Backward Classes and Economically Backward Classes (Reservation of Seats in Educational Institutions in the State and of Appointments and Posts in Services under the State) Act,2008 at the time of direct recruitment. In the event of non-availability of eligible and suitable candidate amongst Backward Classes, Special Backward Classes and Economically Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.”

^{\$} Substituted for ^{*}“7A. **Reservation of vacancies for Other Backward Classes:-** Reservation of vacancies for Other Backward Classes shall be in accordance with the orders of the Govt. for such reservation in force at the time of direct Recruitment. In the event of non-availability of eligible and suitable candidates amongst Other Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.” vide Notification No. F.7(8) DOP/AII/2008 dated 28-08-2009.

^{*} Added vide notification No.F.7(2)DOP/A-II/93 dated 24-05-1994 w.e.f. 28-9-1993

%“7B.Reservation of vacancies for women - Reservation of vacancies for women candidates shall be 30% category wise in the direct recruitment, out of which one third shall be for widows and divorced women candidates in the ratio of 80:20. In the event of non availability of eligible and suitable candidates, either in widow or in divorcee, in a particular year, the vacancies may first be filled by interchange, i.e. vacancies reserved for widows to the divorcees or vice versa. In the event of non availability of sufficient widow and divorcee candidates, the unfilled vacancies, shall be filled by other women of the same category and in the event of non availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates of the category for which vacancy is reserved. The vacancy so reserved for women candidates shall not be carried forward to the subsequent year. The reservation for women including widows and divorcee women shall be treated as horizontal reservation, within the category, i.e. even the women selected in general merit of the category shall first be adjusted against the women quota.

Explanation: In the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorce."

% Substituted for **+“7B.Reservation of vacancies for women.-** Reservation of vacancies for women candidates shall be 30% category wise in direct recruitment out of which 8% shall be for widows and 2% for divorced Women candidates. In the event of non-availability of eligible and suitable widows and divorced women candidates in a particular year, the vacancies so reserved for widows and divorced women candidates shall be filled by other women candidates and in the event of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of women candidates shall be adjusted proportionately in the respective category to which the women candidates belong.

Explanation:- In the case of widow, she will have to furnish a certificate of death of her husband from the competent Authority and in case of divorcee she will have to furnish the proof of divorce.” vide Notification No. F.7(2)DOP/AII/88 pt-I dated 22-12-2015.

+ Substituted for £7B.“Reservation of vacancies for women candidates:- Reservation of vacancies for woman candidates shall be 30%, category wise in direct recruitment out of which 5% shall be for widow candidates. In the event of non-availability of the eligible and suitable widow candidates in a particular year, the vacancies so reserved for widow candidates shall be filled by other women candidates and in the event of non-availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidates belong." vide Notification .F.7(2) DOP/A-II/88 pt-I dated 24-01-2011.

£ Substituted for **7B."Reservation of vacancies for women candidates:- Reservation of vacancies for woman candidates shall be ^{\$}“30%”, category wise, in direct recruitment. In the event of non-availability of the eligible and suitable woman candidates in a particular year, the vacancies so reserved for them shall be filled [@]“up by male candidates” and such vacancies shall not be carried forward to the subsequent year and the reservation shall be treated as horizontal reservation i.e. the reservation of woman candidates shall be adjusted proportionately in the respective category to which the woman candidates belong." vide Notification No. F.7(2)DOP/AII/88 pt-I dated 21.09.2007.

**** Added** vide Notification .F.7(2) DOP/A-II/88 pt-I dated 22-1-1997.

\$ Substituted for “20%” vide notification No. F.7(2) DOP/A-II/88 dated 07-06-99 w.e.f. 01-04-1999.

@ Substituted for “in accordance with the normal procedure” vide notification No. F.7(2) DOP/A-II/88 dated 07.06.99 w.e.f. 01-04-1999.

¶7C."Reservation of vacancies for outstanding sports persons:- Reservation of vacancies for outstanding sports persons shall be 2% of the total vacancies outside the purview of the commission in that year earmarked for direct recruitment. In the event of non-availability of the eligible and suitable sportspersons in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for sportspersons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the sportspersons belong.

£“EXPLANATION:- “Outstanding sportspersons” shall mean sportspersons who are bonafide resident of the state of Rajasthan, and,-

- (i) represented Indian Team in Individual or in Team event in any International Tournament/ championship of any Sports and Games mentioned in column no. 3 of table given below organized by the International sports body mentioned in column no. 2 of the said table-

Φ Substituted for ⁺7C."Reservation of vacancies for Outstanding Sportspersons:- Reservation of vacancies for Outstanding Sportspersons shall be 2% of the total vacancies outside the purview of the Commission in that year earmarked for direct recruitment. In the event of non-availability of the eligible and suitable Sportspersons in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for Sportspersons shall be treated horizontal reservation and it shall be adjusted in the respective category to which Sportspersons belong.

EXPLANATION:- 'Outstanding Sportspersons' shall mean and include the Sportspersons the Sportspersons belonging to the State who have participated individually or in team in the Sports and Games recognized by the International Olympic Committee and Indian Olympic Association or, in Championships in Badminton, Tennis, Chess and Cricket recognised by their respective National Level Association, Federation or Board; with the following descriptions for each class of the civil Services:-

<u>S.No.</u>	<u>Class of service</u>	<u>Description</u>
1.	Subordinate	Has represented India in Asian Games, Asian Championships,
2.	Ministerial	Common Wealth Games, World Championships, World Common Wealth Games, World Championships, World University Games, World School Games, SAARC Games or Olympic games where he (in an individual item) or his team (In a team event) has obtained 1st, 2 nd or 3 rd position.

vide Notification no. F.5(31)DOP/A-II/84 dated 15-03-2013.

⁺ Added vide Notification No. F.5(31) DOP/A-II/84 dated 23-03-1997.

£ Substituted for:-

“EXPLANATION :- "Outstanding sportspersons" shall mean and include the sportspersons belonging to the State, who,-

- (i) represented Indian Team in Individual or in Team event in any International Tournament of any Sports and Games, recognized by the Indian Olympic Association or concerned recognized National Sports Federation;
- or
- (ii) represented Indian Team in Individual or an Team event in any International Tournament of any Sports and Games, recognized by the Indian School Sport Federation or concerned recognized National School Games Federation;
- or
- (iii) Medal Winner in the Individual or in Team event in any National Tournament of any Sports and Games, recognized by the Indian Olympic Association or concerned recognized National Sports Federation;
- or
- (iv) Medal Winner in the All India Inter University Tournament in Individual event or in Team event in the any Sports and Games, recognized by Indian Universities Association.”

vide notification No. F.5(31)DOP/A-II/84 dated 21-11-2019.

S. No	International Sports Body	Name of the Tournament/ Championship
1	2	3
1	International Olympic Committee (IOC)	Olympic Games (Summer)
2	Olympic Council of Asia (OCA)	Asian Games
3	South Asian Olympic Council (SAOC)	South Asian Games; commonly known as SAF games
4	Commonwealth Games Federation (CGF)	Commonwealth Games
5	International Sports Federation Affiliated to IOC	World Cup/ World Championship
6	Asian Sports Federation Affiliated to OCA	Asian Championship
7	International School sports Federation (ISSF)	International School Games/ Championships
8	Asian School Sports Federation (ASSF)	Asian School Games/ Championships

or

(ii) Medal Winner in the Individual or in Team event in any School National Games of any sports and games organized by the school games federation of India;

or

(iii) Medal Winner in the Individual or in Team event in any national tournament championship of any sports and games organized by the Indian Olympic Association or its affiliated National Sports Federation (NSF);

or

(iv) Medal winner in the all India inter University in individual even or in team event in any sports and games, organized by the association of Indian universities;

or

(v) Represented Rajasthan in individual or in a team event in national games/national para games or national championships/ para national championships of any sports and games, organized by the Indian Olympic Association/ Para Olympic Committee of India or its affiliated National Sports Federation.”

#7D. "Reservation of vacancies for Economically Weaker Sections.- Reservation of vacancies for Economically Weaker Sections shall be 10% in direct recruitment in addition to the existing reservation. In the event of non-availability of eligible and suitable candidate amongst Economically Weaker Sections in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

Substituted for + “**7D.-Reservation of vacancies for Economically Weaker Sections:-**Reservation of vacancies for Economically Weaker Sections shall be 10% in direct recruitment in addition to the existing reservation. In the event of non- availability of eligible and suitable candidate amongst Economically Weaker Sections in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

Explanation: For the purpose of this rule 'Economically Weaker Sections' shall be the persons who are bonafide resident of Rajasthan and not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, the More Backward Classes and whose family has gross annual income below rupees 8.00 lakh. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as, 'Economically Weaker Sections', irrespective of the family income:-

- (i) 5 acres of Agricultural Land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities; or
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.”

vide Notification No. F.7(1) DOP/A-II/2019 dated 20-10-2019.

+ Added vide Notification No. F.7(1) DOP/A-II/2019 dated 19-02-2019.

Explanation: For the purpose of this rule '**Economically Weaker Sections**' shall be the persons who are bonafide resident of Rajasthan and not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, the More Backward Classes and whose family has gross annual income below rupees 8.00 lakh. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application."

⁺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, Shri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) @Zambia, 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 issued by the

*"Government In the, Department of Home Affairs and Justice after proper Verification";

§[deleted]

%8-A. £"Conditions of eligibility of persons migrated from other countries to India":- Notwithstanding anything contained in these Rules provisions regarding eligibility for recruitment to the Service with regard to Nationality, age- limit and fee or other concessions to a persons who may migrate from other Countries to India with the intention of permanently settling in India shall be regulated by such orders or instructions as may be issued by the State Government from time to time and the same shall be regulated **Mutatis Mutandis** according to the instructions issued on the subject by the Government of India."

⁺ "Nationality:-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 Nepal, or
- (d) a subject of Bhutan, or
- (e) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (f) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favors a certificate of eligibility has been given by the Government of India and if he belongs to category (f) the certificate of eligibility will be issued for a period of one year, after which-such a candidate will be retained 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 recruiting 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." vide Notification No.F. 7(4) DOP/A-11/76, dated 07-09-1976.

@ Inserted vide Notification No.F. 7(4) DOP/A-II/76, dated 4-6-1977.

* Substituted for "Government of India" vide Notification No. F.7(2)DOP/A-II/2002 dated 17-02-2003.

§ Deleted the following Para "A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government."vide Notification No. F.7(2)DOP/A-II/2002 dated 17-02-2003.

% Added vide Notification No.F. 7(5) DOP/A-II/76, dated 20-6-1977.

£ Heading of rule 8A inserted vide Notification No.F. 2(4) DOP/A-II/79, dated 22-11-1984.

***9. "Determination of vacancies :-** (1) (a) Subject to the provisions of these Rules, the Appointing Authority shall determine on 1st April every year, the actual number of vacancies occurring during the financial year.

(b) Where a post is to be filled in by single method as prescribed in the rule or Schedule, the vacancies so determined shall be filled in by that method.

(c) Where a post is to be filled in by more than one method as prescribed in the Rules or Schedule, the appointment of vacancies, determined under clause (a) above, to each such method shall be done maintaining the prescribed proportion for over-all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in continuous cyclic order giving precedence to the promotion Quota.

(2) The Appointing Authority shall also determine the vacancies of earlier years, year wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in."

* Substituted for **+ 9. "Determination of vacancies:-**(1) (a) Subject to the provisions of these Rules, the Appointing Authority shall determine every year the number of existing vacancies and those anticipated during the following twelve months and the number of persons likely to be appointed to the Service by each method. The next determination of vacancies shall be done just before the expiry of twelve months of the last determination of vacancies.

(b) In calculating the actual number of vacancies to be filled in by each method on the basis of percentage prescribed in the Schedule, the Appointing Authority shall adopt an appropriate continuous cyclic order to correspond with the proportion laid down in the Schedule by giving precedence to promotion quota.

(2) The Appointing Authority shall determine every year the number of existing vacancies and those anticipated in next twelve months which are to be filled by promotion of persons already in the Service.

(3) The Appointing Authority shall also determine the corresponding vacancies of earlier year, if any, yearwise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in accordance with sub-rule (2)." vide Notification No.F.7(2) DOP/A-11/81, dated 21-12-1981 w.e.f. 1-4-1981.

+ Substituted for ***9. Determination of Vacancies-** (1) Subject to the provisions of these Rules, the Appointing Authority shall determine each year number of vacancies anticipated during the following twelve months and the number of persons likely to be recruited by each method, such vacancies shall be determined again before the expiry of 12 months of the last determination of such vacancies.

(2) In calculating the actual number to be filled by each method on the basis of the percentage prescribed in column 3 of the Schedule, appended with relevant Service Rules, each Appointing Authority shall adopt an appropriate cyclic order to correspond with the proportion laid down in each of the Service Rules by giving precedence to promotion quota over direct recruitment quota e.g. where the appointment by direct recruitment and promotion is in the percentage of 75 and 25, respectively, the cycle shall run as follows:-

- | | |
|------------------------------|----------------------------|
| (1) By Promotion; | (2) By Direct recruitment; |
| (3) By Direct recruitment; | (4) By Direct recruitment; |
| (5) By promotion; | (6) By Direct recruitment; |
| (7) By Direct recruitment, | (8) By Direct recruitment, |
| (9) By Promotion; and so on. | |

vide Notification No F. 5(3) DOP/A-11/77, dated 06-10-1979.

* Substituted for **"9. Determination of vacancies-** (1) Subject to the provisions of these Rules, the Government shall determine at the commencement of each year the number of vacancies anticipated during the calendar year and the number of persons likely to be recruited by each method.

(2) Any vacancy which remains unfilled for non-availability of suitable candidates or otherwise shall be carried forward from year to year.

Provided that the additional vacancies or such of them as are not filled shall lapse at the end of the second year." vide Notification No.F. 7(1) DOP/A-11/75, dated 16-10-1973.

(10) Age:- A candidate for direct recruitment to the Service must have attained the age of 21 years and must not have attained the age of ^H“40” years on the 1st day of January, following the last date fixed for receipt of application;

Provided:

- (i) that the upper age limit mentioned above may be relaxed by five years in exceptional cases by the Government in consultation with the Commission;
- %(ii) “The upper age limit mentioned above shall be relaxed by:-
 - (a). 5 years in the case of male candidates belonging to the schedule casts, schedule tribes, Backward classes, more backward classes and economically weaker sections,
 - (b). 5 years in the case of woman candidates belonging to general category; and
 - (c). 10 years in the case of woman candidates belonging to the schedule casts, schedule tribes, Backward classes, more backward classes and economically weaker sections.”
- (iii) that the upper age limit mentioned above shall be fifty years in the case of reservists, namely the defense service personnel who were transferred to the Reserve.
- (iv) that the upper age limit for jagirdars including Jagirdars’ sons who did not have any sub-Jagir for their subsistence shall be forty years. This relaxation shall remain in force for the period ending 1-1-64;
- Φ(v) that a candidate serving continuously since attaining the age of [£]“twenty eight” in connection with the affairs of the state or in any Government Department, or in the Rajasthan Electricity Board and other autonomous bodies, or a Panchayat Samiti or Zila Parishad must not have attained the age of thirty five years:

Note:- The upper age limit mentioned above shall be 40 years in place of 35 years for the first competitive examination to be held under these Rules;

^H Substituted for the figure [^] “35” vide Notification No.F. 7(2) DOP/A-II/84 pt., dated 06-03-2018.

[^] upper age ^{*} “33” extended by “two years” (i.e. “35 years”) vide Notification No.F. 7(2) DOP/A-II/84 pt., dated 25-06-2004 (w.e.f. 24-05-2004).

^{*} Substituted for the figure ⁺ “31” vide Notification No. F.7(2) DOP/A-II/84, dated 20-03-90 w.e.f. 25-1-1990.

⁺ Substituted for the figure [@] “33” vide Notification No. F.7(2) DOP/A-II/84, dated 25-2-85 w.e.f. 28-9-1984.

[@] Substituted for “25 years” vide Notification No.F. 1(25) Appts.(A-III)/69, dated 3rd June, 1970.”

%(ii) Substituted for ^{\$}(ii) “that the upper age limit mentioned above shall relaxed-

- (a) by 5 years in the case of male candidates belonging to the Scheduled castes and the Scheduled Tribes,
- (b) by 5 years in the case of ^Owomen candidate belonging to General category, Economically backward classes and Economically Weaker Section, and
- (c) by 10 years in the case of women candidates belonging to Schedules castes, Scheduled Tribes and the ^{#1}Backward Classes and Special backward classes’ vide Notification No. F. 7(1) DOP/A-II/2019, dated 16.04.2021.

^{\$} Substituted for (ii) “that the upper age limit mentioned above shall be relaxed by 5 years in the case of woman candidates and candidates belonging to the Scheduled castes or the Scheduled Tribes.” Vide notification No F. 7(2) DOP/A-II/84/pt., dated 30.04.2001.

^O Substituted for ^{#2}‘women candidate belonging to General category and Economically backward classes’, vide Notification No. F. 7(1) DOP/A-II/2019, dated 19-02-2019

^{#1} Substituted for ‘Other Backward Classes’ vide Notification No.F.7(8)DOP/A-II/2008 dt-28-08-2009

^{#2} Substituted for ‘women candidate belonging to General category’ vide Notification No.F.7(8)DOP/A-II/2008 dt-28-08-2009

Φ Substituted for “(v) that a candidate serving continuously since attaining the age of twenty five in connection with the affairs of the State in any Govt. Department or in the Rajasthan State Electricity Board, or a Panchayat Samiti or a Zila Parishad must not have attained the age of thirty years;” vide F.D. Notification No.F. 7(19) FD/R/Esstt./63, dated 31-3-1964.

[£] Substituted for “twenty five” vide Notification No. F.2(3) DOP/A-II/79 dated 6-12-1979.

- (vi) That the upper age limit mentioned above shall be forty years till the 31st December, 1964, in the case of Political Sufferers;
- (vii) 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;
- (viii) that the upper age limit mentioned above shall be relaxable by a period equal to the term of imprisonment served in the case of Ex-prisoner who was not overage before his conviction;
- %(ix) that the upper age limit mentioned above shall be relaxable by a period equal to the service rendered in the N.C.C in the case of Cadet Instructors and if the resultant age does not exceed the prescribed maximum age limit by more than three years, they shall be deemed to be within the prescribed age limit;
- £(x) that for recruitment to the post not within the purview of the Commission the upper age limit for persons who are retrenched from the State Government service for want of a vacancy or due to abolition of post shall be 35 years if they were within the age limit prescribed provided that normal prescribed channels or recruitment relating to qualifications, character, medical fitness etc; are fulfilled and they were not retrenched on account of complaint or delinquency and they were not retrenched on account of complaint or delinquency and they produce a certificate of having rendered good service from the last Appointing Authority;
- ^x(xi) that the upper age limit mentioned above shall be relaxed upto 40 years for the persons repatriated from Burma and Ceylon on or after 1-3-1963 and East African Countries of Kenya, Tanganyika, Uganda and Zanzibar with further relaxation upto 5 years in the case of persons belonging to the scheduled Castes or the Scheduled Tribes;
- *(xii) that there shall be to age limit in the case of persons repatriated from East African Countries of Kenya, Tanganyika, Uganda & Zanzibar;
- Ø(xiii) notwithstanding anything contained country in these Rules in the case of persons serving in connection with the affairs of the State in substantive capacity, the upper age limit shall be 40 years for direct recruitment to posts filled in by competitive Examinations or in case of posts filled in through the Commission by interview.^[Deleted]

% Added vide Notification No.F. 1(10) Appts.(A-11)66, dated 11-4-67 & Corrigendum of even number dated 15.12.1971.

£ Added vide Notification No.F. 5(2) DOP/A-11/73, dated 21-12-1973.

^x Substituted for:- that the upper age- limit mentioned above shall be relaxed upto 45 years for the persons repatriated from Burma, Ceylon on or after 1-3-63 and 1-11-64 and East African countries of Kenya, Tanganyika, Uganda and Zanzibar with a further relaxation upto 5 years in the case of persons belonging to the Scheduled Castes and the Scheduled Tribes." vide Notification No.F. 1(20) Appts (A-II)/67, dated 20-9 1975. (Effective upto 28-2-77)

* Inserted vide Notification No.F. 1(20) Appts. (A-II)/67, dt. 13-12-74.

Ø Added vide Notification No.F.7(8) DOP/A-11/74, dated 31-12-1974. Effective from 28-10-1974.

[%](xiv) Deleted.

[@](xv) that the Released Emergency Commissioned Officers 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 Army;

⁺(xvi) that the upper age limit mentioned above shall not apply to Accounts Clerks who are not eligible for appointment as Junior Accountants according to the criteria laid down in Part V, in respect of the first three examinations for direct recruitment of Junior Accountant;

[£](xvii) "that there shall be no age-limit in case of persons repatriated from Pakistan during the 1971 Indo-Pak War."

^x(xviii) "that there shall be no age limit in the case of widows and divorcee women.

^Ø(xix) Deleted.

^H(xx) "the upper age limit mentioned above shall be relaxed by 5 years in the case of candidates belonging to the [¥]"Backward Classes and Special Backward Classes."

^{**}(xxi) "If a candidate would have been entitled in respect of his/her age for direct recruitment in any year in which no such recruitment was held, he/she shall be deemed to be eligible in the next following recruitment, if he/she is not overage by more than 3 years."

Explanation:-That in the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorcee."

11. Academic and Technical qualifications.- (1) A candidate for direct recruitment to the posts specified in Schedule I shall possess:-

(a) the qualification given in column 4 of Schedule I; and

[§](b) "working knowledge of Hindi written in Devnagri Script and knowledge of Rajasthani culture."

^{*}(2) Deleted.

[^] Deleted the following "This relaxation shall not apply to urgent temporary appointments." vide Notification No. F.7(8) DOP/A-II/74 dated 26-06-1997.

[%] Deleted the following ⁺⁺(xiv) that if a candidate would have been entitled in respect of his age to appear at the examination in any year after the commencement of these Rules in which no such examination was held, he shall be deemed to be entitled in respect of his age to appear at the next following examination;" vide Notification No.F.2(5)/DOP/A-II/88Pt. dated 01-10-2014

⁺⁺ Added vide F.D. Notification No.F. 7(19) F.D. (R & A-I)63, Pt. II, dated 25-10-75/7-11-75.

[@] Inserted vide Notification No.F. 7(2) DOP/A-II/75, dated 20-9-75.

⁺ Added vide F.D. Notification No.F. 2(3) FD/A & I/8/69, dated 5-2-73.

[£] Added vide Notification No.F. 15(25) DOP/A-II/80, dated 19-2-80.

^x Added vide Notification No.F. 7(2) DOP/A-II/84, dated 18-12-1987.

^Ø Deleted the following [#] (xix) "that the upper age limit for persons serving in connection with the affairs of the Panchayat Samitis and Zila Parishads and in the state public sector Undertakings/ Corporation in substantive capacity shall be 40 years." vide Notification No. F.7(2) DOP/A-II/93 Pt. dated 25.05-2000.

[#] Added vide Notification No.F.7(1) DOP/A-II/78 dated 30-11-1998.

^H Added vide notification no. F.7(2)DOP/A-II/93 Pt., dated 25-05-2000.

[¥] Substituted for "Other Backward Classes" vide Notification No.F.7(8) DOP/A-II/2008 dated 28-08-2009.

^{**} Added vide notification no. F.7(6)DOP/A-II/2008, dated 23-09-2008.

[§] substituted for "(b) working knowledge of Hindi written in Devnagri Script and one of the Rajasthani dialects and knowledge of Social Customs in Rajasthan." vide Notification No.F. 5(1) DOP/A-II/77, Pt-I, dated 30-1-1984.

^{*} Deleted the following: "(2) A candidate who has put in three years service as Accounts Clerk on the first day of the month in which the notification for examination by the Commission is issued shall be eligible to appear at the qualifying examination". vide F.D. Notification No.F. 2(3) FD/A & I/8/69, dated 5-2-1973.

⁺"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."

12. 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 the College in which he was last educated and two such certificates written not more than six months prior to the date of application, from the responsible persons, not connected with his College or University and not related to him.

Note:-(1) A conviction by a court of law need not of itself involve the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object the overthrow by violent means of Government as by law established, the mere conviction need not be regarded as a disqualification.

(2) Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed, should not be discriminated against on grounds of their previous conviction for purposes of employment in the Service. Those who are convicted to offences 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 prisons and by their subsequent good conduct in the After-Care-Home.

⁺ Proviso added vide Notification No. F.8(7)/DOP/A-II/97 dated 17-09-1999.

***13. Physical Fitness.**-A candidate for direct recruitment to the Service must be in good mental or bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties as a member of Service and if selected must produce a certificate for the purpose. The Appointing Authority may dispense with production of such certificate in the case of candidate promoted in the regular line of promotion, or who is already serving in connection with the affairs of the State if he has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him are to be comparable for efficient performance of duties of the new post and his age has not reduced his efficiency for the purpose.

14. 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 or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or interview may in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period:-

- (a) by the Commission from admission to any examination or appearance at any interview held by the Commission for selection of candidates, and
- (b) by the Government from employment under the Government.

15. Convassing.-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 any means, may disqualify him for recruitment.

PART IV.- Procedure for Recruitment

+ “16. Authority for conducting the examination and syllabus:(1) The Competitive Examination for direct recruitment to the Service shall be conducted by the Commission in accordance with the syllabus prescribed in Schedule-II.

* Substituted for "**13 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 performances 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" vide Notification No.F. 7(2) DOP/A-II/74, dated 5th July. 1974.

⁺ Substituted for "**16. Examination and Syllabus for Direct Recruitment.**- * (1)(i) Separate competitive examinations for recruitment to the posts of Junior Accountants and Accountants shall be held every year by the Commission in accordance with the syllabi prescribed under sub-rule 3, unless the Director and Ex-officio Joint Secretary, Treasury and Accounts, in consultation with the Commission decides that the examination/examinations shall not be held in any particular year.

(ii) Subject to the provisions of sub-rule (1) above, the Commission may, in consultation with the Director and Ex-officio Joint Secretary, Treasury and Accounts, hold a combined competitive examination for direct recruitment to the Service and to any other Service or Services.

^o (2) Deleted.

contd.....

(2) Subject to the provision of sub-rule (1), the Commission may hold a Combined Competitive Examination for direct recruitment to the Service and Rajasthan Revenue Accounts Subordinate Service. The Candidate(s) shall be required to pay such examination fee/application fee as may be fixed by the Commission from time to time. There shall be only one application form for the Combined Competitive Examination.

(3) Any person may apply to be admitted as a candidate for appointment to posts in any one or more of the Services mentioned in the notice for which he is eligible. He shall state in the application the posts in the various services he wishes to compete for and the order of his preference for such posts. The order of preference once exercise by a candidate shall not be changed.”

17. Inviting of applications:- Applications for direct recruitment to posts in the Service shall be invited by the Commission, by advertising the vacancies to be filled in, in the Official Gazette ^{**}(or) in such other manner, as may be deemed [^](fit.)

[§]“The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/ her shall be paid monthly fixed remuneration at the rate fixed by the State Government from time to time during the period of probation and the scale of pay of the post as shown else-where in the Advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the respective Recruitment Rules:”

[£] (3) The syllabus for the competitive examinations to be held under sub-rule (1) above shall be such as may be prescribed, from time to time, by the Government in consultation with the Commission.
vide Notification No F. 2(11) DOP/A-II/79, dated 2-11-1982

^{*} Substituted for the following:- [@]“(1)(i) A competitive examination for recruitment to the Service shall be held every year by the Commission in accordance with the syllabus prescribed in sub-rule 3 unless the Chief Account Officer in consultation with the Commission decides that the examination shall not be held in any particular year.”
vide F.D.(R & AI) Notification No.F.7(19) FD/R&AI/63/Pt.II, dated 25-10-1975.

[@] Substituted for the following:- “(1)(i) A competitive examination for recruitment to the Service shall be held every year by the Commission in accordance with the syllabus prescribed in Schedule II Unless the Chief Amounts Officer in consultation with the Commission, decides that the examination shall not be held in any particular year.”
” vide F.D. Notification No.F.2(3) FD/A&I/8/69, Dt. 05-02-1973

⁰ Deleted “(2) Examination and Syllabus for promotions:- For purpose of recruitment by promotion, a qualifying examination shall be held every calendar year by the Commission, unless the Director and Ex-officio Joint Secretary, Treasury and Accounts, in consultation with the Commission, decides not to hold the examination in any particular year. The syllables of the examination shall be as laid down in Schedule III. “vide F.D. Notification No.F. 2(3) FD (A&I)/8/69, dated 05-02-1973.

[£] Substituted for “(3) syllabus for Competitive Examination for Jr. Accountants.- The syllabus for the competitive examination to be held under sub-rule (1) above shall be such as may be prescribed, from time to time, by the Government in consultation with the Commission.” vide F.D Notification No.F.7(19) FD/R&AI/63/Pt.II, dated 25-10-75.

⁰ Substituted for 17. Inviting of applications.- On requisition having been received from the Appointing Authority for vacancies to be filled by direct recruitment and for promotion, the Commission shall call for applications for permission to appear at these examinations by publishing Notice to that effect in the Official Gazette and in such other manner as they may deem fit;

Provided that while selecting candidates for the vacancies so advertised, the Commission may, if intimation of additional requirement not exceeding 50% of the advertised vacancies, is received by them before the selection, also select suitable persons to meet such additional requirement.” vide Govt. Notification No.F.7(10) F.D. (R) Estt/63, dated 31-3-64.

^{**} Substituted for the word "and" vide Notification No.F. 9(24) DOP/A-II/72, dated 4-6-73.

[^] Substituted for “fit.” vide notification No. 7(2)DOP/A-II/2005, dated 20-01-2006.

[§] Added vide notification No. 7(2)DOP/A-II/2005, dated 20-01-2006.

Provided that while selecting candidates for the vacancies so advertised, the Commission may, if intimation of additional requirement not exceeding 50% of the advertised vacancies is received by them before the selection, also select suitable persons to meet such additional requirement.

£ **17A. "Frequency of direct recruitment.** - Direct recruitment to the post specified in the Schedule shall be held at least once a year unless the Government decides that a direct recruitment for any of these posts shall not be held in any particular year."

* **18.** Deleted.

Ø **19. Form of application:-** The application shall be made in the form approved by the Commission or the Appointing Authority as the case may be, and obtainable from the Secretary to the Commission or from the office of the Appointing Authority, as the case may be, on payment of such fee as the Commission or the Appointing Authority may, from time to time, fix.

%Provided that the persons repatriated from Burma and Ceylon on or after 1-3-1963 and from East African Countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of cost of application form prescribed by the Commission or the Appointing Authority, as the case may be, subject to the condition that the Commission or the Appointing Authority, as the case may be, is satisfied that such persons are not in a position to pay such fee."

20. Admissions to the examination:- ⁺(1) The applications which are found to be

£ Added vide notification no. F.7(6)DOP/A-II/2008, dated 23-09-2008.

* Deleted the following.- "**18. Contents of Notice:-** Subject to the provision of these Rules' every such notice shall among other things, state-

- (i) Number of vacancies to be filled in the Service on the result of the examination indicating number of vacancies reserved for candidates of Scheduled Castes/Tribes;
- (ii) Date of submission of application for admission to the examination and the method of submission;
- (iii) Qualifications required for admission at the examination and the steps to be taken by candidates to establish their eligibility;
- (iv) Date and place of examination." vide F.D. Notification No. F 2(3) FD/R&A I/8/69 dated 5-2-1973.

Ø Substituted for "**19. Form of Application.-**The application shall be made on form approved by the Commission and obtainable from the Secretary to the Commission on payment of such fee as the Commission may, from time to time, fix. "vide Notification No. F.7(2) DOP/A-II/73, dated 5-11-1973.

% Substituted for "Provided that the persons, repatriated from Burma, Ceylon on or after 1-3-63 and 1-11-64 and East African Countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of the application fee prescribed by the Commission or the Appointing Authority, as the case may be, subject to the condition that the Commission of the Appointing Authority as the case may be, is satisfied that such persons are not in a position to pay such fee. It shall be effective only upto 22-2-1975." vide Notification No.F. 11(20) Appts.(A-II)67, dated 20.9.1975. (Effective upto 28-2-77).

⁺ Rule 20(1) and (1A) substituted for:-

- (1) No candidate shall be admitted to the examination unless he holds a certificate of admission granted by the Commission. Before granting such certificate, the Commission shall satisfy themselves in each case, that the application has been made strictly in Accordance with the provisions of these Rules;

contd.....

incomplete and have not been filled in accordance with the instructions issued by the Commission shall be rejected by them at the initial stage. The Commission shall permit rest of those candidates to appear in the examination provisionally to whom they consider it proper to grant the certificate of admission. No candidate shall be admitted to an examination unless he holds a certificate of admission to that examination granted by the Commission. Before appearing at the examination, it should be ensured by the candidate himself/herself that he/she fulfills the condition in regard to age, educational qualification, experience, number of chances, if any, etc. as provided in the Rules. Being allowed to take the examination shall not entitle the candidate to presumption of eligibility. The Commission shall scrutinise later on the applications of such candidates only as quality in the written examination and shall call only the eligible candidates to **viva voce**, if any,”

“(2) The decision of the Commission as to the admission of a candidate to an examination, eligibility and consequent admission to **viva-voce**, if any, shall be final.”

Provided that the Commission may at their discretion allow any bonafide mistake made in the filling of the prescribed form or presentation of the application to be rectified or any certificate or certificates not furnished with the application to be furnished in good time before the commencement of the examination.

^x “(1-A) (i) The applications received after the last date and without requisite fee will be rejected at the initial stage. The Commission shall permit rest of the candidates to appear in the examination provisionally. Before appearing at the examination, it should be ensured by the candidate himself/herself that he/she fulfills the condition in regard to the age, educational qualifications, number of chances, if any, etc., as provided in the Rules. Being allowed to take the examination shall not entitle the candidate to presumption of eligibility. The Commission shall scrutinise later on the applications of such candidates only as qualify in the written examination and shall call only the eligible candidates to **viva voce**,

(ii) The decision of the Commission as to the eligibility and consequent admission to **viva voce** shall be final.

(iii) No candidate shall be admitted to an examination unless he holds a certificate of admission to that examination granted by the examination Authority.” vide Notification No.F.7(5)DOP/A-II/83, dated 21-7-88.

^x Added vide Notification No.F.7(5)DOP/A-II/83, dated 24-1-1986.

[%] Deleted *“(2)The number of chances which a candidate, except in the case of a candidate belonging to the Scheduled Castes/Tribes a candidate will be entitled to appear at the examinations referred to, in rule 16 can avail of, shall be restricted to ⁺“three.” and the sub-rule (1A) renumbered as the sub-rule (2) vide Notification No. F.2(5)/DOP/A-II/88Pt. dated 01-10-2014.

^{*} Substituted for “(2) Except in the case of candidates belonging to the Scheduled Castes/Tribes, a candidate will be entitled to appear at the examination referred to in rule 16 as follows:-

Competitive Examination	2 Chances
Qualifying Examination	2 Chances”

vide F.D. Notification No.F. 7(19) FD/(R) Esstt/63, dated 31-03-1964.

⁺ Substituted for the word "two" vide NotificationNo.F.2(11)DOP/A-II/83, dated 29-7-1983

£ “Deleted.”

§ (3) “Deleted.”

21.Examination Fee.-^{*}(1) A candidate for direct recruitment to the Service shall pay the fee fixed by the Commission in, such manner, as may be indicated by them.

(2) In case, the examination is being held under Rule 16 (ii) a candidate wishing to be considered for any Service or Services besides the Service shall pay to the Commission such additional fee or fees, as the Commission may require, after consultation with the Government, Instead of paying the full examination fee in respect of each suchservice separately.

⁰(3) “No claim for the refund of the examination fee shall be entertained nor the fee shall be held in reserve for any other examination except when the advertisement is cancelled by the Commission because of withdrawal of requisition by the Requisitioning Authority or for any other reason in which case the amount shall be refunded.

Provided that no claim for the refund of fee shall be entertained after a period of one month from the date of issue of the letter of refund by the Commission to the candidate.”

(4) Notwithstanding anything contained in these Rules the Commission may in exceptional cases or class of cases entertain a claim for the refund of the application fee including the examination fee, if any, after making such deduction as they consider proper in the circumstances of the case.

£ Deleted “Provided that the number of chances which a candidate who has passed an Accounts Clerks Examination and who, being ineligible for appointment as Junior Accountant according to the criteria laid down in pan V of these Rules, is appearing at Examination for direct recruitment of Junior Accountants can avail of, shall be restricted in three.” vide Notification No.F.2(11)DOP/A-II/83, dated 29-7-1983.

§ Deleted “ (3) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to these examinations shall be final.” vide Notification No.F.7(5)DOP-II/83, dated 21-7-1988

* Substituted for “(1) A candidate for direct recruitment to the Service or for promotion to the Service shall pay the fees fixed by the Commission in such manner as may be indicated by them ; vide F.D. Notification No.F.2(3) FD/R & I/8/69, dated 5-2-1973.

⁰ Substituted for “(3) No claims for the refund of the examination fee shall be entertained nor the fee shall be held in reserve for any other examination except when a candidate is not admitted to the Examination by the Commission. In the later case, the amount shall be deducted by Rs 5/- before the refund is made.” vide Notification No.F.5(25)DOP/A-II/80, dated 8-4-93

^x Provided that the persons repatriated from Burma and Ceylon on or after 1-3-1963 and from East African Countries of Kenya, Tanganyika, Uganda and Zanzibar shall be exempted from payment of application fee or examination fee as the case may be.

^{*}“22. **Qualifying marks at the Examination:-**Candidates who have obtained minimum of 35% marks in each of the compulsory subjects and minimum of 40% marks in the aggregate in the competitive examination shall be considered to have obtained qualifying marks at the examination. The Commission may in its' discretion award grace marks upto one in each of the compulsory papers and upto three in the aggregate:

Provided that grace marks awarded by the Commission shall not be added in the total marks for merit and shall be for the purpose of qualifying a person for recommendation by the Commission for appointment.

^x Substituted for "Provided that the persons repatriated from Burma, Ceylon on or after 1-3-1963 and 1-11-1964 and East African Countries of Kenya Tanganyika, Uganda and Zanzibar shall be exempted from payment of examination fee as prescribed by the Commission or the Appointing Authority as the case may be, subject to the condition that the Commission or the Appointing Authority, as the case may be, is satisfied that such persons are not in a position to pay such fee. It shall be effective only upto 28-2-1975." vide Notification No.F.1(20) Appts/(A—II)/67, dated 20-9-1975. (Effective upto 28-2-77).

^{*} Substituted for ⁺“22. **Qualifying marks at the Examination.-** Candidates who have obtained in the written test a minimum of 35% marks in each of the compulsory subjects and a minimum of 40% marks in the aggregate in the competitive examination shall be considered to have obtained qualifying marks at the examination. The Commission may in its discretion award grace marks upto one in each of the compulsory papers and upto three in the aggregate." vide Notification No.F.2(11)DOP/A-II/79, dated 2-11-1982.

⁺ Substituted for [@]“22. **Personality and Viva Voce Examination.-** Candidates who have obtained in the written test a minimum of 35% marks in each of the compulsory subjects and a minimum of 40% marks in the aggregate for the competitive examination shall be considered to have obtained qualifying marks at the Examination. The Commission may in its discretion award grace marks upto one in each of the compulsory papers and upto three in the aggregate. Such of the candidates as have obtained qualifying marks shall be required by the Commission to appear at an interview. The Commission shall award marks to each candidate interviewed by them. In interviewing the candidates besides, awarding marks in respect of character, intelligence, personality, address and physique, marks shall also be awarded for the candidate, proficiency in any of the Rajasthani dialects and his knowledge of social customs of Rajasthan. The marks so awarded shall be added to the marks obtained in the written test by each such candidate. vide Notification No.F. 2(11)DOP/A-II/79, dated 2-11-82

[@] Substituted for “22. **Personality and viva voce Examination:-** Candidates who have obtained a Minimum of 35% marks in each of the Compulsory Subjects and a minimum of 45% marks in the aggregate for the competitive or qualifying examination in the written test, shall be considered to have obtained qualifying marks at the examination. The Commission may in its discretion award grace marks upto one in each of the compulsory papers and upto three in the aggregate. Such of the candidates who have obtained qualifying marks shall be called by the Commission for interview. The Commission shall award marks to each candidate interviewed by them. In interviewing the candidates, besides awarding marks in respect of character, personality, address and physique, marks shall also be awarded for the candidates proficiency in any one of the Rajasthani dialects and his knowledge of social customs of Rajasthan. The marks so awarded shall be added to the marks obtained in the written test by each such candidate.” vide Notification No.F.7(19)F.D.(R)Esstt/63, dated 31-3-64.

****23. Recommendations of the Commission.-** Ø “Subject to the provisions of sub-rule (2) of rule 7, the Commission shall prepare * “for each Service” a list of the candidates for appointment to the posts by direct recruitment arranged in the order of merit of the candidates as disclosed by the aggregate marks % “obtained by each candidate in the combined competitive examination” and forward the same to the Appointing Authority. If two or more of such candidates obtain equal marks in the aggregate the Commission shall arrange their names in the order of merit on the basis of their general suitability for the Service.

Provided

£(i) ‘Deleted’

+“(ii) that the Commission shall, in the case of candidates belonging to the @ “Backward Classes, More Backward Classes, Economically Backward Classes and Economically Weaker Sections” Scheduled Castes or Scheduled Tribes, recommend the names of such candidates upto the number of vacancies reserved for them from amongst those who have obtained minimum qualifying marks in the examination.”

(iii) that the Commission, may to the extent of 50% advertised vacancies keep names of suitable candidates on the reserve list. The name of such candidates may, on requisition, be recommended in the color of 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.

** Substituted for “**23. Recommendations of the Commission:-** (1) Subject to the provisions of sub-rule (2) of rule 7, the Commission shall prepare a list of the candidates whom they consider suitable for appointment to the posts by direct recruitment arranged in the order of merit and forward the same to the Appointing Authority:-

Provided (i) that the Commission may, to the extent of 5% 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 of merit to the Appointing Authority within six months from the date on which the original lists is forwarded by the Commission to the Appointing Authority.

(ii) that the Commission shall in the case of candidates belonging to Scheduled Castes or Scheduled Tribes recommend the names of such candidates upto the number of vacancies reserved for them from amongst those who have qualified for interview, even if they fail to obtain the minimum marks in the viva voce or the aggregate.

(2) The Commission shall also prepare a separate list of the candidates whom they consider suitable for appointment to the posts by Promotion, arranged in the order of merit and forward the same to the Appointing Authority. This list shall continue remain in force till fully exhausted. The names of candidates qualifying at the subsequent examination shall be added at the bottom.” vide Notification No.F. 7(19)FD(R)/Esstt/63, dated 31.3.1964.

Ø Deleted the figure and bracket “(1)” vide Notification No.F. 2(3) DOP/A-II/79 dated 2-11-82.

* Inserted vide Notification No.F.2(11)DOP/A-II/79, dated 2-11-1982

% Inserted vide Notification No.F.2(11)DOP/A-II/79, dated 2-11-1982 but earlier deleted the expression finally awarded to each candidate. vide Notification No.F.2(11) DOP/A-II/79, dated 6-12-1979.

£ Deleted “that the Commission shall not recommend any candidate who has failed to obtain a minimum of 45% marks in the aggregate.” vide Notification No.F. 2(3) DOP/A-II/79, dated 6-12-1979.

+ Substituted for “(ii) That the Commission, shall in the case of candidate belonging to Scheduled Castes or Scheduled Tribes recommend the names of such candidates upto the number of vacancies reserved for them from amongst those who have qualified for interview, even if they fail to obtain the minimum marks in the aggregate.” vide Notification No F.2(3) DOP/A-II/79, dated 6-12-1979.

@ Substituted for \$ “Backward Classes, Special Backward Classes and Economically Backward Classes” vide Notification No. F.7(1)DOP/A-II/2019 Dated 19-2-2019.

\$ Substituted for ^ “Other Backward Classes” vide Notification No. F.7(8)DOP/A-II/2008 Dated 28-08-2009

^ Inserted vide Notification No.F7(2) DOP/A-II/93 dated 24-05-1994 w.e.f. 28-9-1993.

0“(iv) The Upper Division Clerks of the Local Fund Audit Department, Rajasthan, whose services were terminated by the Government in the year 1978 and who were appointed as Upper Division Clerks temporarily against the vacant posts of Junior Accountant by the Director and Ex-officio Joint Secretary, Treasury and Accounts, Rajasthan, Jaipur in July, 1977, appearing at the first competitive examination for direct recruitment to the post of Junior Accountants, shall be recommended for appointment as Junior Accountant on their securing the minimum qualifying marks in the written examination.”

* (2) Deleted.

+23-A.- Re-totalling of marks:-(1) The Commission may order re-totalling of the marks obtained by a candidate during such period as may be decided by the Commission in their discretion on payment of such fee as may be fixed by the Commission from time to time but evaluation of the answer paper shall not be re-examined.

(2) The Commission may take steps to rectify such mistakes as are detected on re-totalling of the marks in pursuance of the provisions of sub-rule (1).

(3) If as a result of such rectification the Commission discovers that the candidate becomes eligible for selection such fact shall be immediately and in any case not later than 40 days from the announcement of the result reported to the Appointing Authority and to that extent the recommendation of the Commission made under rule 23 shall be **protanto** modified.

24. Medical Examination Fee.-Candidates, who are required to appear before a medical board, shall pay to the President of the Medical Board a non-refundable fee of Rs. 16/- or Rs. 8/- if they are members of Scheduled Castes/Tribes before the Medical Examination is held.

25. Disqualification for Appointment:- No male candidate who has more than one wife living shall be eligible for appointment to the Service unless the State 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.

0 Proviso (iv) added vide Notification No.F.2(3) DOP/A-II/79, dated 6-12-1979.

* Deleted “(2) The Commission shall also prepare a separate list of the candidates who have obtained in the written test a minimum of 35% marks in each of the compulsory subjects and a minimum of 40% marks in the aggregate for the qualifying examination for appointment to the posts by promotion, arrange in the order of merit, and forward the same to the Appointing Authority. The Commission may in its discretion award grace marks upto one in each of the compulsory papers and upto 3 in the aggregate. This list shall continue to remain in force till fully exhausted. The names of candidates qualifying at the subsequent examinations shall be added at the bottom.” vide F.D. Notification No.F.2(3) FD/R&I/8/69, dated 5-2-1973.

+ Substituted for #23-A. **Rechecking of the Marks-** (1) The Commission may order scrutiny and re-totalling of the marks obtained by a candidate on payment of fee of £ “Rs 5/- per paper” within 20 days of the announcement of the result.
(2) The Commission may take steps to rectify such mistakes as are detected on scrutiny, rechecking and retotalling of the marks in pursuance of the provision of sub-rule (1).” vide Notification No.F.7(5)DOP/A-II/81, dated 20-1-1993.

£ Substituted for “Rs 5/-” vide Notification No.F.5(25) DOP/A-II/ 80, dated 30-5-1985.

Added vide Notification No.F.7(19) Esstt./F.D./R/63, dated 31-3-64

@(3) Deleted

^o(4) No married candidate shall be eligible for appointment to the Service if he/she had at the time of his/her marriage accepted any dowry;

Explanation:- For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central act 28 of 1961).

[#](5) "No candidate shall be eligible for appointment to the service who has more than two children on or after 1.6.2002.

Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/ she has on 1st June, 2002, does not increase.

Provided further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

Provided also that the provisions of this sub rule shall not be applicable to the appointment of a widow to be made under The Rajasthan Compassionate Appointment of Dependents of Deceased Government Servants Rules, 1996"

*"Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted."

%"Provided also that any candidate who performed remarriage which is not against any law and before such remarriage he is not disqualified for appointment under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage.

@ Deleted "(3) No candidate male or female who has more than three children shall be eligible for appointment to the Service unless one of the spouses has undergone sterilization or in the case of a female candidates, she is above 45 years of age:

Provided that any married candidate, male or female, who had no child for the last 10 years shall be exempted from the operation of this sub-rule.

Explanation:- (i) For purpose of this sub-rules, a child shall include an adopted child or a step-child: and
(ii) For claiming exemption under the proviso to this sub-rule. the candidate shall have to produce a certificate either from a Registered Medical Practitioner or swear an affidavit to the effect that the age of his or her youngest child is not less than 10 years." vide Notification No.F. 7(3) DOP/A-II/76, dated 15-2-1977.

^o Inserted vide Notification No.F.15(9)DOP/A-II/74, dated 05-1-1977.

[#] Substituted for ⁺(5) "No candidate shall be eligible for appointment to the service who has more than two children on or after 1.6.2002.

Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/ she has on 1st June, 2002, does not increase.

Provided further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children." vide Notification No. F.7(1)DOP/A-II/95 dated 29-10-2005.

⁺ Substituted for [^](5)"No candidate shall be eligible for appointment to the service who has more than two children on or after 1.6.2002.

Provided that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children." vide Notification No. F.7(1)DOP/A-II/95 Dated 08-04-2003.

[^] Added vide Notification No. F.7(1)DOP/A-II/95 Dated 20-06-2001

^{*} Added vide Notification No. F.7(1)DOP/A-II/95/Pt.-II Dated 24-02-2011.

[%] Added vide Notification No.F.7(1)DOP/A-II/95/Pt.-II Dated 20-11-2015.

¶26. “Selection by Appointing Authority:- (1) Subject to the provisions of rule 7, 7A & 7B”, the Appointing Authority shall select candidates who stand highest in the order of merit in the list prepared by the Commission under rule 23 strictly in accordance with the order of preference given by the candidate in their application forms for different Services/posts:

Provided that the inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all other respects for appointment to the Service.

(2) In case a person, selected under sub-rule (1) above and appointed to a post/service concerned in accordance with the relevant Service Rules against the vacancy of a particular year for which the Combined Competitive Examination was conducted by the Commission in accordance with these Rules, has resigned or expired in any subsequent year, in that event the said vacancy shall be treated as a fresh vacancy.”

PART ‘V’

Procedure for Special Recruitment of Junior Accountants and for Recruitment by Promotion to Higher Posts in the Service

27. Procedure and Criteria for Special Recruitment of Junior Accountants:- ^{*}(1) A person who, after having passed the Accounts Clerks Examination, [£]“or the Junior Diploma Course Examination” was holding the post of Upper Division Clerk or Accounts Clerk on [§]“31st March, 1977” including one who having become eligible for promotion in the regular line, had been promoted to a post higher than Upper Division Clerk in a substantive/officiating/temporary/**ad hoc** capacity or had been transferred to other department or gone on deputation on equivalent or higher post on the said date shall be eligible for appointment to the post of Junior Accountant.

Explanation:-For the purpose of the above rule, the term ‘higher post’ means the post carrying a pay scale, the maximum of which was higher than the maximum of the pay scale of the post of Upper Division Clerk as on the [§]“31st March, 1977”.

[¶] Substituted for “26. **Selection by Appointing Authority:-** Subject in the provision of rule 7, the Appointing Authority shall select candidates who stand highest in the order of merit in the list prepared by the Commission under sub-rule (1) of rule 23:

Provided that the inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all other respects for appointment to the Service.” vide Notification No.F.2 (11)DOP/A-II/79. dated 2-11-1982.

^o Substituted for 7 § “and 7A” vide Notification No. F.7(2) DOP/A-II/88 dated 22-01-1997.

[§] Inserted vide Notification No. F.7(2) DOP/A-II/93. dated 24-05-1994 w.e.f. 28-9-1993.

^{*} Substituted for “27(1) Persons who were holding the posts of Upper Division Clerks on 31-3-1972 in a substantive capacity and were actually working as Accounts Clerks on the said date, and who have passed the Accounts Clerks Examination shall be eligible for appointment to the post of Junior Accountants.

Explanation I:- Such persons as are referred to above, after having actually worked as Accounts Clerk were officiating on higher posts, on 31st March, 1972 will also be eligible for appointment as Junior Accountants, Provided a certificate is granted by the Head of the Department concerned that such officials would have continued to work as Accounts Clerk on 31st March, 1972 but for their appointment on the higher posts.

Explanation II:- for the purpose of explanation (1) above the term ‘higher post means the post carrying a pay scale the maximum of which was higher than the maximum of the pay scale of the post of Accounts Clerk as on 31st March, 1972.

Explanation III:- Persons who were not holding the post of Upper Division Clerks on 31st March, 1972 in a substantive capacity but who are subsequently confirmed with retrospective effect from 31st March, 1972 or an earlier date shall not be eligible for appointment under this rule; vide F.D. Notification No.F. 2(37) FD(R & A)/69, .II dated 4-2-1977, effective from the date of publication in Rajpatra, which was published vide G.S.R. 209 dated 10-2-1977.

[£] Inserted vide Notification No.F.2(3) DOP/A-II/78, dated 5-7-1979.

[§] Substituted the expression “31st March, 1972” vide Notification No.F. 2(3) DOP/A-II/78, dated 4-11-1978.

^{\$}“(1-A) The persons who have passed the Junior Diploma Course Examination before 31-12-1977 and are eligible for appointment to the post of Junior Accountant referred to in sub-rule (1) and have good record of service and no Departmental Enquiry is pending against them shall be screened by the Committee consisting of the Deputy Secretary to the Government, Finance (Excise) Department as Chairman, the Deputy Secretary to the Government in the Department of Personnel and Administrative Reforms nominated by the Special Secretary to the Government in the Department of Personnel and Administrative Reforms and the Director and Ex-officio Joint Secretary, Treasury and Accounts, Rajasthan as Members and the Committee shall recommend to the Appointing Authority the names of such persons who have been adjudged suitable for appointment to the post of Junior Accountant.”

[%]“(1-B) The persons who have passed the Junior Diploma Course Examination before 30-6-1981 and were holding the post of Upper Division Clerk or Accounts Clerk on 30-6-1981 including one who having become eligible for promotion in the regular line had been promoted to a post higher than Upper Division Clerk in a substantive/officiating/temporary/**ad hoc** capacity or had been transferred to other Department or gone on deputation on equivalent or highest post on the said date and also have good record of service and no Departmental enquiry is pending against them, shall be eligible for appointment to the post of Junior Accountant on being screened by the Committee consisting of the Deputy Secretary to the Government, Finance (R &AI) Department as Chairman, the Deputy Secretary to the Government in the Department of Personnel and Administrative Reforms as nominated by the Special Secretary to the Government in Department of Personnel and Administrative Reforms and the Director and Ex-officio Joint Secretary, Treasury and Accounts, Rajasthan as Members. The Committee shall recommend to the Appointing Authority the names of such persons who have been adjudged suitable for appointment to the post of Junior Accountant.

Explanation:-For purpose of the above sub-rule, the term “higher post” means the post carrying pay scale, the maximum of which was higher than the maximum of the pay scale of the post of Upper Division Clerk as on 30th June, 1981.

⁺“(1-C) (a) Notwithstanding anything contained in these Rules, or the Schedules appended to these Rules, persons who have been working on the posts of UDC on 1st January, 1985 after regular selection and are graduated from any recognised University, shall be eligible for recruitment to the post of Junior Accountant, after qualifying the Emergency Recruitment Examination conducted by the Director, HCM RIPA, Jaipur, in accordance with the scheme and syllabus given in Schedule III appended to these Rules.

^{\$} Added vide Notification No.F. 2(3) DOP/A-II/78, dated 5-7-1979.

[%] Added vide Notification No.F. 2(3) DOP/A-II/78 dated 18-8-1982.

⁺ Added vide Notification No.F.2(11) DOP/A-II/83, dated 23-1-1985.

(b) The above examination shall be held only once in the calendar year 1985 in order to fill up the four hundred vacancies in the cadre of Junior Accountants.

(2) The appointing authority shall prepare a list of all persons eligible for appointment under this rule as Junior Accountants.

(3) The appointing authority shall appoint these persons as Junior Accountants.

PART VI

Recruitment To Senior Post By Promotion

28. Criteria for Selection:- (1) The post of ⁺ [^ ‘Assistant Accounts Officer Grade-II’ and] ^ ‘Assistant Accounts Officer Grade-I’ shall be filled by promotion from amongst the @[substantive Junior Accountants and ^ ‘Assistant Accounts Officer Grade-II’ respectively] strictly on the basis of merit and on the basis of seniority-cum- merit in proportion 1:2.

Provided that if the (*Departmental Promotion Committee) is satisfied that suitable persons are not available for (⁺Selection) by promotion strictly on the basis of merit in a particular year, ⁺Selection by promotion on the basis of seniority-cum-merit may be made in the same manner as specified in these Rules.

Explanation:-For the purpose of determining the number of vacancies to be filled on either basis under sub-rule (1) the following cycle order shall be followed:-

The first by merit.

The next two by seniority-cum-merit,

The next one by merit.

The next two by seniority-cum-merit, the cycle to be repeated.

%(2) [Deleted].

⁺ Inserted vide Notification No.F. 2(3) FD/R & AI/8/69, dated 5-2-1973.

[^] Substituted for the expression “Accountant and Assistant accounts officer” vide notification No. F 2(5) DOP/A II/88 dated 30.09.2014

[@] Substituted for : the expression “Substantive Accountants.” vide F.D. Notification No.F. 2(3) FD/R & AI/8/69 dated 5-2-1973,

^{*} Substituted for “Appointing Authority”-“appointment” vide Notification No.F.7(6) Karmik/A-II/74, dated 15-10-74.

[%] Deleted sub-rule “(2) in selecting candidates for promotion, regard shall be had to their:-

(a) academic qualification and experience;

(b) tact, initiative and energy;

(c) intelligence and ability;

(d) Character including integrity; and

(e) Previous record of Service,” vide Notification No.F. 1(6) Appts. (D)/60, dated 24-12-1965.

^H 28-A. Criteria, Eligibility and Procedure for Promotion :- (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 post are required to be filled in by promotion, it shall subject to the provisions of sub-rule (6), prepare a correct and complete list of the senior most persons who are eligible and qualified under these rules for promotion on the basis of seniority cum merit or on the basis of merit to the class of posts concerned.

^H Substituted for ^Φ “**28-A. Revised Criteria, Eligibility and Procedure for Promotion to Junior, Senior and other posts encadred in the Service:-** (1) As soon as the Appointing Authority determines the number of vacancies under rule 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 provisions of sub-rule (9), prepare a correct and complete list of the senior-most persons who are eligible and qualified under these Rules for promotion on the basis of seniority cum-merit or on the basis of merit to the class of posts concerned.

[%] (1A)“ No person shall be consider for promotion for 5 recruitment years from the date on which his promotion becomes due, if he/ she has more than two children on or after 1st June, 2002.

Provided that the person having more than two children shall not be deemed to be disqualified from promotion so long as the number of children he/ she has on 1st June, 2002, does not increase.

Provided further that where a Government Servant has only one child from the earlier deliver but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to e one entity while counting the total number of children.”

[%] New sub-rule added vide Notification No. F. 7(1) DOP/A-II/95, dated 20-06-2001.

(2) The persons enumerated in Column 5 or the relevant Column regarding “post from which promotion is to be made”, as the case may be, of the relevant Schedule shall be eligible for promotion to posts specified against them in Column 2 thereof to the extent indicated in Column 3 subject to their possessing minimum qualifications and experience on the first day of the month of April of the year of selection as specified in Column 6 or in the relevant Column regarding “minimum qualification and experience for promotion”, as the case may be.

^S“(3) No person shall be considered for first promotion in the Service unless he is substantively appointed and confirmed in the lowest post in the Service. After first promotion in the Service, for subsequent promotions to higher posts in the Service, a person shall be eligible if he has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under any Service Rules promulgated under proviso to Article 309 of the Constitution of India.”

^S Substituted for:- ^{*}“(3) No officer shall be considered for promotion unless he is substantively appointed and confirmed on the next lower post. If no officer substantive in the next lower post is eligible for promotion, officers who have been appointed on such posts on officiating basis after selection in accordance with one of the methods of recruitment or under any Service Rules promulgated under proviso to Article 309 of the Constitution of India may be considered for promotion on officiating basis only in the order of seniority in which they would have been, had they been substantive on the said lower post.” vide Notification No. F.7(8) DOP/A-II/78, dated 20-7-1979.

^{*} Added vide Notification No.F.7(1)DOP/A-II/74 dated 24-07-1974. Published in Rajasthan Rajpatra.

^Å “Provided that for first promotion in the Service if number of persons substantively appointed and confirmed on the lowest post, equal to the number of vacancies, are not available then persons who have been appointed to the lowest post in the Service after selection in accordance with one of the methods of recruitment prescribed under these Rules, shall also be eligible if they fulfil other conditions of eligibility.”

Explanation :-In case direct recruitment to a post has been made earlier than regular selection by promotion in a particular year, such of the persons who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.

(4) Selection for promotion in the regular line of promotion from the post/posts not included in Service to the lowest post or category of post in the Service shall be made strictly on the basis of merit and on the basis of seniority-cum-merit in the proportion of 50:50.

Provided that if the Committee is satisfied that suitable persons are not available for selection by promotion strictly on the basis of merit in a particular year, selection by promotion on the basis of seniority-cum-merit may be made in the same manner as specified in these Rules.

^Å Added vide Notification No. F. 7(8) DOP/A-II/78, dated 13-5-1980.

[¶](5) Deleted.

[¶] Deleted “(5) Subject to the provisions of sub-rule (8), selection for promotion from the lowest post or category of post in the State Service to the next higher post or category of post in the State Service and for all posts in the Subordinate Service and in the Ministerial Services shall be made strictly on the basis of seniority-cum-merit from amongst the persons who have passed the qualifying examination, if any, prescribed under these Rules, and have put in at least five years’ service, unless a different period is prescribed elsewhere in these Rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made:

Provided that in the event of non-availability of the persons with the requisite period of Service of five years, the Committee may consider the persons having less than the prescribed period of service, if they fulfil the qualifications and other conditions for promotion prescribed elsewhere in these Rules, and are found otherwise suitable for promotion on the basis of seniority-cum-merit.

vide Notification No. F.7(3) DOP/A-II/95 dated 18-02-1998.

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(2) The persons enumerated in the relevant column regarding post from which promotion is to be made, of the relevant Schedule shall be eligible for promotion to posts specified against them in column 2 thereof to the extent indicated in column 3 subject to their possessing minimum qualifications and experience on the first day of the month of April of the year of selection as specified in the relevant column regarding minimum qualification and experience for promotion.

(6) Selection for promotion to all other higher posts or higher categories of posts in the State Service shall be made on the basis of merit and on the basis on seniority-cum-merit in the proportion of 50:50.

Provided that if the Committee is satisfied that suitable persons are not available for selection by promotion strictly on the basis of merit in a particular year, selection by promotion on the basis of seniority-cum-merit may be made in the same manner as specified in these Rules.

(7) Selection for promotion to the highest post or highest categories of posts in the State Service shall always be made on the basis of merit alone.

@(8) Deleted.

Explanation:-If any doubt arises about the categorization of the post as the lowest, next higher or highest post in the Service, the matter shall be referred to the Government in the Department of Personnel and Administrative Reforms whose decision thereon shall be final.

@ deleted the following:- “(8) 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, unless a higher period of service is prescribed else were in these Rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made:

Provided that the condition of five years’ service shall not be applicable to a person if any person junior to him is eligible for consideration for promotion on the basis of merit:

Provided further that in the event of non-availability of persons, equal to the number of vacancies to be filled in, eligible for promotion in the category of posts next lower from which promotion is made, the Committee may consider the persons having less than five years’ service if they are found otherwise suitable for promotion on the basis of merit alone.” vide Notification No.F. 7(6) DOP/A-II/75, dated 15-7-1992.

Ø (9) “The Zone of consideration of persons eligible for promotion shall be as under:-

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

(ii) Where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.

(iii) Where, adequate number of the candidates belonging to the Scheduled Castes of the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to *‘seven’ times the number of vacancies and the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(iv) For the highest post in a State Service :-

(a) if promotion is from one category of post, eligible persons upto five in number shall be considered for promotion;
(b) if promotion is from different categories of the post in the same pay scale, eligible persons up to two in number from each category of posts in the same pay scale shall be considered for promotion;
(c) if promotion is from different categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if no suitable person is available for promotion on the basis of merit in the higher pay scale then only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all.”

Ø Substituted for “(9) The zone of consideration of persons eligible for promotion shall be under:-

£(i) “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 or by both, as the case may be.”

(ii) For the highest post in a service:

(a) if promotion is from one category of post eligible person upto five in number shall be considered for promotion;
(b) if promotion is from different 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;
(c) if promotion is from different 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

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(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.

basis of merit in the higher pay scale then only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on so forth. The zone of consideration for eligibility in this case shall be limited to five senior-most eligible persons in all.” vide Notification No. F.7 (1) DOP/A-II/81, dated 6-7-1983
+w.e.f. 1-4-1984.

£ Clause (i) of sub-rule (9) subtd. for :-

(1) Number of Vacancies	Number of eligible persons to be considered.
(a) 1 to 5 vacancies	4 times of the number of vacancies.
(b) 6 to 10 vacancies.	3 times, but at least 20 eligible persons to be considered.
(c) Above 10 vacancies	2 times, but at least 30 eligible persons to be considered.

vide Notification No. F. 7(1) DOP/A-II/81, dated 29-1-81.

+ Added vide Notification No. F7(1) DOP/A-II/81 dated 10-5-1985.

* Substituted for the expression ‘five’ vide Notification No. F.7(1) DOP/A-II/81 dated 07-04-2003.

(10) 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.

“(11)(a) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules and shall prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit and/ or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these Rules, equal to the number of vacancies determined under rule relating to “Determination of vacancies” of these Rules. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, shall be arranged in the order of seniority on the category of posts from which selection is made.

(b) The Committee shall also prepare a separate list on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in the rules, containing names of persons equal to the number of persons selected in the list prepared under (a) above to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit shall be arranged in the order of the seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the Departmental Promotion Committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the next year or till the Departmental Promotion Committee meets, whichever is earlier.

(c) “Such lists shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other Service Records of all the candidates included in the lists as also of those not selected, if any.”

Explanation:-For the purpose of selection on the basis of merit, the list of officers graded as ‘Outstanding’ and ‘Very Good’ shall be classified in the First category in the order of seniority, the officers graded as ‘Good’ shall be classified in the Second category in the order of seniority and the officers graded as ‘Average’ and ‘Not Selected’ shall be classified in the Third category. The officers graded and classified in the second category list shall be placed below the officers graded and classified in the first category list and such officers shall be appointed from this category only if the officers graded and classified in the first category list is exhausted otherwise they shall not be appointed to the Service by promotion. The officers graded and classified in the third category list shall be considered for appointment by promotion.

“Substituted for: “(11) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules, § “interviewing such of them as they may deem necessary” and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next twelve months after the determination of vacancies. The Committee shall also prepare a separate list containing the names of persons equal to 50% of the persons selected in the aforesaid list or select one more person if the number of vacancies is one only, who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the Committee, on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is so reviewed and revised. The lists so prepared on the basis of merit and on the basis of seniority-cum-merit shall be arranged in the order of seniority on the category of post from which selection is to be made. Such lists shall be sent to the concerned Appointing Authority together with the Annual Confidential Rolls and Personal Files of all the candidates included in them as also those not selected, if any.” vide Notification No. F. 7 (2) DOP/A-II/81, dated 19-2-1982 w.e.f. 1-4-1981

§ Inserted vide Notification No. F. 11 (1) DOP/A-II/77, dated 20-3-80.

“(11-A) If in any subsequent year, after promulgation of these Rules, vacancies relating to any earlier year are determined under sub-rule (2) of rule relating to determination of vacancies which were required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotions shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate, and the service/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not

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Explanation: In case direct recruitment to a post has been made earlier than regular selection by promotion in a particular year such of the persons who are or were eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.

actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which he would have derived at the time of his promotion but no arrears of pay shall be allowed to him.”

¥ Substituted for :- [§]“(11-A) If in any subsequent year, after promulgation of these Rules, vacancies relating to any earlier year are determined under sub-rule (3) of rule mentioned in column 3 of the Schedule which are required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate, irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotions shall be governed by the rules in force at the time, the meeting of the Departmental Promotion Committee is held. The person who has been so promoted shall not be entitled to claim any arrears of pay or re-fixation of his pay or to count his service/experience for promotion to higher post for any period during which he has not actually performed the duties of the post to which he has been promoted.” vide Notification No. F. 5 (3) DOP/A-II/77, dated 18-8-1982. w.e.f. 1-4-1981

[§] Added vide Notification No. F.5 (3) DOP/A-II/71, dated 6-10-1979.

Æ“(11-B) The Government or the Appointing Authority may order for the review of the proceedings of the D.P.C. held earlier on account of some mistake or error apparent on the face of record, or on account of a factual error substantially affecting the decision of the D.P.C. or for any other sufficient reasons e.g. change in seniority, wrong determination of vacancies, judgment/direction of any Court or Tribunal, or where adverse entries in the confidential reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission (where Commission is associated) shall always be obtained before holding the meeting of the review D.P.C.”

Æ Added vide Notification No. F. 7(1) DOP/A-II/86, dated 14-6-1988.

(12) Where consultation with the Commission is necessary, the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority along with the Personal Files and Annual Confidential Rolls of all the persons whose names have been considered by the Committee.

(13) The Commission shall consider the lists prepared by the Committee along with other relevant documents received from the Appointing Authority and, unless any change is considered necessary, shall approve the lists. In case the Commission consider it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may in its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved by the Commission shall be disturbed only with the approval of the Government.

(14) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (13) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised, as the case may be.

(15) The Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceeding is under progress, at the time promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.

(16) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these Rules.”

vide Notification No. F.7(5)DOP/A-II/2002 dated 23-07-2003.

Φ **Substituted for rule 28-A:- Revised Criteria. Eligibility and Procedure for Promotion to Junior, Senior and other posts encadred in the Service.-** (1) Selection for promotion in the regular line of promotion from the post not included in this Service to the lowest post or category of post in the Service shall be made strictly on the basis of merit.

(2) Subject to the provisions of sub-rule (4), selection for promotion from the lowest post or category of post in the Service to the next higher post or category of post in the Service and for all post up to Scale No. 11, sanctioned under the Rajasthan Civil Services (New Pay Scales) Rules, 1969 or equivalent scales as may be declared by the Government from time to time, shall be made solely on the basis of seniority-cum-merit from amongst the persons who have passed the qualifying examination, if any, prescribed under these Rules, and have put in at least five years' service. unless a different period is prescribed elsewhere in these Rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made:

Provided that in the event of non-availability of the persons with the requisite period of Service of five years, the Committee may consider the persons having less than the prescribed period of service, if they fulfil the qualifications and other conditions for promotion prescribed elsewhere in these Rules, and are found otherwise suitable for promotion on the basis of seniority-cum-merit.

Provided further that in respect of posts included in the State Services in which the method of recruitment to the lowest post provides for appointment by promotion, and where such posts are required to be filled on the base of seniority-cum-merit under this sub-rule, the Committee may select for promotion such persons of outstanding merit available within the zone of consideration, who may not be selected on the basis of seniority-cum-merit, to the extent of one- fourth of the

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(4) No person shall be considered for promotion for #“three recruitment years” from the date on which his promotion becomes due, if he/she has more than two children on or after 1st June, 2002.

number of vacancies to be filled in by promotion and if the number of vacancies exceeds one but is less than four, the Committee may select one person on the basis of merit alone and if the vacancies are more than four and the calculation of the number of vacancies to be filled by merit alone according to the aforesaid basis results in a fraction, the Committee may select one more person against a fraction of half or more. On being so selected, for the purpose of determination of seniority, such persons shall be deemed to have been selected on the basis of seniority-cum-merit.

(3) Selection for promotion to all other higher post or higher categories of posts in the Service shall be made on the basis of merit alone.

(4) Selection for promotion to the highest post or highest category of post in the Service shall always 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, unless a higher period of service is prescribed elsewhere in these Rules, on the first day on the month of April of the year of selection on the post or category of post from which selection is to be made :

Provided that the condition of five years' service shall not be applicable to a person, if any person junior to him is eligible for consideration for promotion on the basis of merit :

Provided further that in the event of non-availability of person, equal to the number of vacancies to be filled in, eligible for promotion in the category of posts next lower from which promotion is made, the Committee may consider the persons having less than five years service if they are found otherwise suitable for promotion on the basis of merit alone.

Explanation.- If any doubt arises about the categorisation of the post as the lowest, next higher or highest post in the Service, the matter shall be referred to The Government in the Department of Personnel and Administrative Reforms whose decision thereon shall be final.

(6) 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 Committee 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.

(7) 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.

(8) The Committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules, interviewing such of them as it may deem necessary and shall prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next twelve months after the determination of vacancies. The Committee shall also prepare a separate list containing names of persons equal to 50% of the persons selected in the aforesaid list or select one more person if the number of vacancies is one only, who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the Committee, on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is so reviewed or revised.

The lists so prepared on the basis of merit shall be arranged in order of preference and the list prepared on the basis of seniority-cum-merit shall be arranged in order of seniority on the category of post from which selection has been made. Such lists shall be sent to the concerned Appointing Authority together with the Annual Confidential Rolls and Personal Files of all the candidates included in them as also of those not selected, if any.

Explanation:- The list of preference shall classify the officers in order as 'outstanding', 'very good' and 'good' on the basis of merit. In each class the officers shall maintain their inter-se seniority of the next below grade.

(9) Where consultation with the Commission is necessary, the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority Along with the Personal Files and Annual Confidential Rolls of all the persons whose names have been considered by the Committee.

(10) The Commission shall consider the lists prepared by the Committee along with other relevant documents received from the Appointing Authority, and unless any change is considered necessary, shall approve the list. In case the Commission consider it necessary to make any change in the list received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may, in its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the list approved by the Commission should be disturbed only with the approval of the Government.

(11) Appointment shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (10) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised, as the case may be.

(11-A) Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons or who may be under suspension, or again whom departmental proceeding is under progress at the time promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.

(12) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these Rules, vide Notification No. F. 7(10) DOP/(A-II)/77, dated 7-3-1978. Come into force from the date of publication in the Rajasthan Rajpatra.

Substituted for “Five recruitment years” Vide Notification No. F. 7(1) DOP/A-II/95 Pt-III, dated 19-09-2017.

Provided that, -

(i) the persons 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 1st June, 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.

§(iii)“Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.”

Ø(iv)“Provided also that any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not be deemed to be disqualified with effect from 01.06.2002, if any child is born out of single delivery from such remarriage.”

(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 state service if it is atleast 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 zone of consideration of persons eligible for promotion shall be as under :-

(i)	<u>Number of vacancies</u>	<u>Number of eligible persons to be considered</u>
(a)	For one vacancy	Five eligible persons
(b)	For two vacancies	Eight eligible persons
(c)	For three vacancies	Ten eligible persons
(d)	For four or more vacancies	Three times the number of vacancies.

(ii) where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.

§ New proviso added vide Notification No. F. 7(1) DOP/A-II/95 Pt-II, dated 24-02-2011 w.e.f. from 01-06-2002 vide notification dated 03-07-2019.

Ø Substituted for £“Provided also that any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not e disqualified if any child is born out of single delivery from such remarriage.” vide Notification No. F. 7(1) DOP/A-II/95 Pt-II, dated 18.08.2020

£ Proviso added vide Notification No. F. 7(1) DOP/A-II/95 Pt-II, dated 20-11-2015

(iii) where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended upto seven times the number of vacancies and the candidates belonging to the Scheduled Casts 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 than only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth, The zone of consideration for eligibility in this case shall be limited to five senior most eligible persons in all.

(7) Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, constitution of the committee and procedure for selection shall be the same as prescribed elsewhere in these rules.

(8) 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.

(9) 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 rule, containing names of persons not exceeding the number of persons selected in the list prepared under sub-rule (8) 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 be reviewed and revised by the Committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the year for which the meeting of the Committee is held.

(10) Lists prepared under sub-rule (8) and (9) shall be sent to the Appointing Authority together with Annual confidential Reports/Annul 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.

(11) 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 the time of his promotion, but no arrears of pay shall be allowed to him.

(12) The Government or the Appointing Authority may order for the review of the proceedings of the 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, judgement/direction of any Court or Tribunal, or where adverse entries in the Confidential Reports of an Individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission (where Commission is associated) shall always be obtained before holding the meeting of the review committee.

(13) Where consultation with the Commission is necessary the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority along-with the Personal files and Annual Confidential Rolls /Annual Performance Appraisal Reports of all the persons whose names have been considered by the Committee.

(14) The Commission shall consider the lists prepared by the Committee along-with other relevant documents received from the Appointing Authority and unless any change is considered necessary, shall approve the lists. In case the Commission consider it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may in it's opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved by the Commission shall be disturbed only with approval of the Government.

(15) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule(14) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised or remained in force, as the case may be.

(16) The Government may issue instructions for provisionally dealing with the promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceedings is under progress, at the time promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.

(17) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any provision of these Rules.

***28 AA. "Restriction of promotion of persons Foregoing promotions:-** In case a person on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendation of the Departmental promotion committee, forgoes such an appointment through his written request and if the concerned Appointing Authority accepts his/her request, the person concerned shall be debarred from consideration for promotion (both on the basis of urgent, temporary appointment or on regular basis) for subsequent two recruitment years for which the Departmental Promotion Committee is held and the name of such person who forgoes promotion shall not be included in the seniority-cum-eligibility list to be placed before the Departmental Promotion Committee for subsequent two recruitment years."

£28 B.- Notwithstanding anything contained in these Rules, a person belonging to the Scheduled Caste or the Scheduled Tribe promoted to higher post in the Service may be posted by the Appointing Authority in a District or Zone or Range or Division, other than his Home District or Zone or Range or Division.

Provided that:-

(i) for purpose of promotion to higher post, for the persons belonging to Scheduled Caste/Scheduled Tribe, subject to provisions contained in rule relating to 'Seniority' the inter-se-seniority on lower post shall be determined at State level:

(ii) in case a person belonging to Scheduled Caste/Scheduled Tribe is promoted on higher post and posted by the Appointing Authority against a vacancy available in District or Zone or Range or Division, other than the Home District or Zone or Range or Division, he shall be eligible for transfer to his Home District or Zone or Range or Division, only when he has served for a period of not less than five years in the District or Zone or Range or Division, in which he has been posted on promotion to higher post;

* Substituted for % "28 AA. "Restriction on promotion of persons foregoing promotions:- In case a person on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental Promotion Committee, forgoes such an appointment, he shall be considered again for appointment by promotion only after a period of one year (both on the basis of urgent temporary appointment or on regular basis, on the recommendations of the Departmental Promotion Committee)" vide Notification No.F. 7(1) DOP/A-II/98 dated 05-08-1998.

% Added vide Notification No. F. 15(16) DOP/A-II/80 dated 30-11-1981.

£ Added vide Notification No. F. 7(2) DOP/A-II/80 dated 30-8-1983.

(iii) in case a person belonging to Scheduled Castes/Scheduled Tribes, does not want his promotion in another District or Zone or Range or Division, in that event a chance shall be extended for promotion to higher post by the Appointing Authority to the next junior persons;

(iv) in case if in a District or Zone or Range or Division, the persons belonging to the Scheduled Castes/Scheduled Tribes, are not available for promotion to higher post against reserved vacancies, in that event such reserved vacancies shall be filled in from amongst the persons belonging to the Scheduled Castes or the Scheduled Tribes, available in another District or Zone or Range or Division.”

29. Procedure for Selection:-(1) As soon as it is decided that a certain number of posts shall be filled by promotion, the Director and Ex-officio Joint Secretary, Treasury and Accounts shall prepare a correct and complete list containing names not exceeding five times the number of vacancies (including officiating vacancies) out of the @[senior most persons in the next below grade] who are qualified for promotion.

(2)(a) +“For selection of candidates for the post of £‘Assistant Accounts Officers Grade-I’ a Committee” consisting of the Chairman of the Commission or when the Chairman is unable to attend any other member thereof, nominated by him, the %‘Special’ Secretary to the Government in the Finance Department \$[or his representative not below the rank of Dy. Secretary,] the Special Secretary to the Government in the Appointments Departments, or his representative not below the rank of Dy. Secretary as members and the Director and Ex-officio Joint Secretary, Treasury and Accounts as Member Secretary shall consider the cases of all the persons included in the list, interviewing such of them as they may deem necessary and shall prepare a list containing names of suitable candidates upto twice the number of such posts as are indicated in sub-rule (1).

(b) The Chairman or the member of the Commission shall preside at all meetings of the Committee at which he is present.

@ Substituted for the words “the Senior Accountants” vide F.D. Notification No.F. 2(3) FD/A & I/I/8/69, dated 5-2-1973

+ Substituted for the words “A Committee” vide Notification No.F. 2(3) DOP/A-II/78, dated 18-8-1982.

£ Substituted for “Assistant Accounts Officers” vide notification No. F 2(5) DOP/A-II/88 dated 30.09.2014

% Substituted for the word “concerned” vide Notification No.F. 2(5) DOP/A-II/88, dated 5-9-1990.

\$ Inserted vide Notification No.F. 2(3) FD/A & I/I/8/69, dated 5-2-1973.

⁺"(2-A) (a) For selection of candidates for the post of £‘Assistant Accounts Officer Grade-II’, a Committee consisting of the Director and Ex-officio Joint Secretary, Treasury and Accounts, Rajasthan, Deputy Secretary to the Government in the Finance Department, Deputy Secretary to the Government in the Department of Personnel as Members and the Deputy Director and Ex-officio Joint Secretary, Treasury and Accounts (Establishment) as Member-Secretary shall consider the cases of all the persons included in the list, interviewing such of them as they may deem necessary and shall prepare a list containing names of suitable candidates upto twice the number of such posts as are indicated in sub-rule (1).

(b) The Director and Ex-officio Joint Secretary, Treasury and Accounts shall preside at all the meetings of the Committee."

@“Provided that in case any Member or Member-Secretary, as the case may be, constituting the Committee has not been appointed to the post concerned, the officer holding charge of the post for the time being shall be the Member or Member-Secretary, as the case may be, of the Committee."

^{*}(3) The Committee shall also prepare a list containing names of persons who may be selected to fill up future officiating vacancies likely to occur till the next meetings of the Committee. The list so prepared shall be reviewed and revised every year.

(4) The names of the Candidates selected as suitable, shall be arranged in the order of seniority.

(5) The lists prepared by the Committee shall be sent to the Appointing Authority together with the confidential rolls and personal files of the candidates included in them as also of these superseded, if any, and the Appointing Authority may approve the lists finally with such modifications, as may, in his opinion, be just and proper.

^o30. Temporary or Officiating Appointments.-(1) A vacancy in the Service which cannot be filled in immediately either by direct recruitment or by promotion under the rules may be filled in by the Government or by the Authority Competent to make appointment, as the case may be, by appointing in an officiating capacity thereto an Officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Service, where such direct recruitment has been provided under the provisions of these Rules.

⁺ Added vide Notification No.F. 2(3) DOP/A-II/78, dated 18-8-1982.

[£] Substituted for “Accountant” vide notification No. F 2(5) DOP/A-II/88 dated 30.09.2014

@ Added vide Notification No. F. 7(5) DOP/A-II/78, dated 21-12-1978.w.e.f. 7-3-1978.

^{*} Substituted for the following:-"(3) (a) the list so prepared shall be reviewed and revised every year.

(b) the list shall ordinarily be enforced until it is reviewed or revised in accordance with clause (a) above by the Committee." vide F.D. Notification No.F. 7(13)/FD/R & AI/63-Pt.II, dated 25-10-75.

^o Substituted for the following:-"**30. Temporary or Officiating Appointment:-**(1) A vacancy may be filled by the Appointing Authority by appointing thereto temporarily a person eligible for appointment to the Service under the provisions of these Rules.

(2) No appointment made under sub-rule (1) above, shall be continued beyond a period of one year without referring it to the Commission for their concurrence and shall be terminated immediately on their refusal to concur." vide Notification No.F. 1(10) DOP/A-72, dated 16-2-1973.

Provided that such an appointment will not be continued beyond a period of one year without referring the case to the Commission for concurrence, where such concurrence is necessary, and shall be terminated immediately on its refusal to concur;

Φ Provided further that in respect of the Service or a post in the Service for which both the above methods of recruitment have been prescribed, the Government or the Authority Competent to make appointment, as the case may be, shall not, save with the specific permission of the Government in the Department of Personnel in the case of services and in an Administrative Department concerned in respect of other services, fill the temporary vacancy against the direct recruitment quota by a whole-time appointment for a period exceeding three months otherwise than out of persons eligible for direct recruitment and after a short term advertisement."

*(2) In the event of non-availability of suitable persons fulfilling the requirements of eligibility for promotion, Government may, notwithstanding the Condition eligibility for promotion required under sub-rule (1) above, lay down general instructions for grant of permission to fill the vacancies on urgent temporary basis subject to such condition and restrictions regarding pay and other allowance as it may direct, such appointments shall, however, be subject to concurrence of the Commission as required under the said sub-rule.

%**31-Seniority.**-"Seniority of persons appointed to the post encadred in the service shall be determined from the date of appointment on the post after regular selection in accordance with the provisions of these rules. Appointment on adhoc or urgent temporary basis shall not be deemed to be appointment after regular selection."

Provided:-

(1) that the seniority **Inter-se** of the persons appointed to the Service before the commencement of these Rules and/or in the process of integration of the Service of the pre-re-organisation State of Rajasthan or the Services of the new State of Rajasthan established by the State Re-Organisation Act, 1956, or those declared surplus from the office of the Regional Settlement Commissioner, Government of India, and appointed to the Service shall be determined, modified or altered by the Appointing Authority, on an **ad hoc** basis;

Φ Substituted for the following:- "Provided further that in respect of a Service or a post in Service for which both the methods of recruitment have been prescribed, the Government shall not fill the temporary vacancy by appointing a person eligible for direct recruitment unless no suitable person eligible for Promotion is available" vide Notification No.F. 1(10) DOP/A-II/72, dated 28-11-73.

* Inserted vide Notification No.F. 7(6) Karmik(Ka-II)/75-II, dated 31-10-1975 .

% Substituted for ⁺"**31-Seniority.**-"Seniority of persons appointed to the lowest post of the Service or lowest categories of posts in each of the Groups/Sections of the Service, as the case may be, shall be determined from the date of confirmation of such persons to the said post but in respect of persons appointed by promotion to other higher posts in the Service or other higher categories of posts in each of the Group/Section in the Service, as the case may be, shall be determined from the date of their regular selection to such posts." vide Notification No.F. 7(1) DOP/A-II/96, dated 10-10-2002.

⁺ Substituted for:- **@31. Seniority:-** Seniority in the Service shall be determined in each category of the Service by the year of substantive appointment.
vide Notification No.F. 7(8) DOP/A-II/78, dated 20-7-79.

@ Substituted for **31. Seniority:-** Seniority in the Service shall be determined by the year of substantive appointment to the Service" vide Notification No. F. 7(6) DOP/A-II/73, dated 15-11-1976.

(2) that if two or more persons are appointed to the Service in the same year, a person appointed by promotion, shall be senior to a person appointed by direct recruitment;

(3) that the seniority **inter se** of persons appointed to the Service by direct recruitment on the basis of one and the same examination, 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 sub-rule (2) of rule 23;

^{*}(4) "That the persons selected and appointed as a result of a selection, which is not subject to review and revision, shall rank senior to the persons who are selected and appointed as a result of subsequent selection.

Seniority **inter se** of persons selected on the basis of seniority-cum-merit and on the basis of merit in the same selection shall be the same as in the next below grade".

^x (5) Deleted.

[@](6) Deleted.

[£](7) That 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.

⁺(8)(i) That the seniority of Junior Accountants shall be fixed on the basis of passing the Accounts Clerks' Examination. i.e. those persons who have passed the Accounts Clerks' or equivalent examination earlier shall be placed senior to those who have passed such examination later.

(ii) (a) That the **inter se** seniority of persons of the same batch of Accounts Clerks' Examination shall be determined on the basis of their appointment as Upper Division Clerks;

(b) That the **inter se** seniority of persons who appeared as Lower Division Clerks in the said batch shall be decided similarly, and they shall rank junior to those mentioned in (a)."

^{*} Substituted for "(4) that the person selected and appointed as a result of a selection which is not subject to review and revision, shall rank senior to the persons who are selected and appointed as a result of subsequent selection. Seniority **inter se** of persons selected on the basis of seniority-cum-merit shall be the same as in the next below grade, except in case of continued officiation on higher posts when it shall be in accordance with the length of continued officiation provided that such officiation was not **ad hoc** or fortuitous." vide Notification No.F. 7(10) Karmik(K-II)/77, dated 17-6-1978.

^x Deleted the following.- "(5) that among the persons appointed to senior posts in the Service during the same year, persons appointed on the basis of seniority-cum-merit shall rank senior to those appointed by promotion on the basis of merit; and " vide DOP Notification No.F. 7(10) Karmik/Ka-II/77, dated 17-6-1978.

[@] Deleted the following.- "(6) that the seniority **inter se** of persons appointed to senior posts in the Service by promotion on the basis of merit shall without regard to the order of preference, be determined as if such persons had been appointed by promotion on the basis of seniority-cum-merit." vide Notification No.F. 7(6) Karmik/Ka-II/75-II, dated 31-10-1975.

[£] Inserted vide Notification No. F. 7(6) Karmik/Ka-75-II, dated 31-10-1975.

⁺ Proviso (8) added vide Notification, No.F. 2(4) Karmik/Ka.II/78, dated 4-11-1978.

%(9) "That the persons selected and appointed as Junior Accountant from amongst the persons who have passed the Junior Diploma Course Examination shall rank Junior to those Junior Accountants who were previously Accounts Clerks or Upper Division Clerks.

The **inter se** seniority of persons who have passed the Junior Diploma Course Examination shall be determined as follows:-

(a) Year of passing the Junior Diploma Course Examination (Examination held by different Universities in the same year would be treated as one examination for the year for this purpose) and;

(b) In case the year of passing (a) is the same then the total length of service in Ministerial Cadre shall be taken into consideration for determination of **inter se** seniority.

(c) In case (a) and (b) are the same then the persons born earlier should rank senior.

^(10) that nothing contained to the contrary in substantive part of rule 31, the persons made eligible for selection and appointment as Junior Accountant in accordance with the provisions of sub-rule (1-B) of Rule 27, shall rank junior to those Junior Accountants who have been selected and appointed as a result of Junior Accountant Examination conducted by the Commission in the year 1980. The **inter se** seniority of Junior Accountants covered under sub-rule (1-B) of rule 27 shall be determined in accordance with proviso (9) above."

£ (11) The persons recruited under sub-rule (1-C) of Rule 27 shall rank Junior to those who are recruited as a result of Competitive Examination conducted by the Rajasthan Public Service Commission in the year 1985. The **inter-se-seniority** of persons appointed under rule 27 (1-C) shall be according to the merit as determined by the Harish Chandra Mathur Rajasthan Institute of Public Administration, Jaipur.

%(12) Deleted.

*(13) Deleted.

^ Proviso (9) added vide Notification No.F. 2(3) DOP/A-II/78, dated 5-7-1979.

Substituted figure "(8)" vide Notification No.F. 2(3) DOP/A-II/78, dated 18-8-1982.

+ Proviso (10) added vide Notification No.F. 2(3) DOP/A-II/78, dated 18-8-1982.

£ Proviso (11) added vide Notification No.F. 2(11) DOP/A-II/83, dated 23-1-1985.

%(Deleted the following ^(12) "That if a candidate belonging to the scheduled Caste/Scheduled Tribe is promoted to immediate higher post/grade against a reserved vacancy earlier than 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 Cast/Scheduled Tribe in the immediate higher post/grade." Vide Notification No. F.7(1) DOP/A-II/2002 dated 28.12.2002 w.e.f. 01.04.1997.

Φ Proviso (12) added vide Notification No.F.7(1) DOP/A-II/96 dated 01-04-1997.

* Deleted the following \$: " Provided that a candidate who has got the benefit of proviso inserted vide Notification No. F.7 (1) DOP/A-II/96 dated 01.04.1997 on promotion to an immediate higher post shall not be reverted and his seniority shall remain unaffected. This proviso is subject to final decision of the Hon'ble Supreme Court of India in Writ Petition (Civil) No. 234/2002 All India Equality Forum V/s Union of India and Others." vide notification no. F.7(3) DOP/A-II/2008, Dated 25-04-2008 w.e.f. 28-12-2002.

\$ Added vide Notification No. F.7(1) DOP/A-II/2002 dated 28-12-2002.

Note:- Notification No. F.7(3) DOP/A-II/2008, dated 25-04-2008 and F.7(1) DOP/A-II/2002 dated 28-12-2002 are hereby withdrawn from the date they were issued vide Notification No. F.7(3) DOP/A-II/2008 dated 11-09-2011.

Φ(14) “the inter-se seniority of the persons screened under proviso added by these amendment rules in rule relating to method of recruitment, shall be determined according to the length of continuous service after their irregular appointment. These persons shall rank junior to the persons appointed regularly before the commencement of these amendment rules.”

Ø (15)“Provided that reservation for Scheduled Castes and Scheduled Tribes employees, with consequential seniority, shall continue till the roster points are exhausted, and adequacy of promotion is achieved .

Once the roster points are complete the theory of replacement shall thereafter be exercised in promotion whenever vacancies earmarked for Scheduled Castes/Scheduled Tribes employees occur.

If on the application of these provisions the Scheduled Castes/Scheduled Tribes employees who had been promoted earlier and are found in excess of the adequacy level, shall not be reverted and shall continue on ad-hoc basis, and also any employee who had been promoted in pursuance to Notification No. F.7(1)DOP/A-II/96 dated 1-4-1997 shall not be reverted.

Notification No.F.7(1)DOP/A-II/96 dated 1-4-1997 shall be deemed to have been repealed w.e.f. 1-4-1997.

Explanation:- Adequate representation means 16% representation of the Scheduled Castes and 12% representation of the Scheduled Tribes in accordance with the roster point.

Part VII- **Appointments, Probation & Confirmation**

£ **32. Period of probation:-** (1) A person entering the service by Direct Recruitment against a clear vacancy shall be placed as Probationer-trainee for a period of 2 years.

Φ Proviso(14) added vide Notification No. F.5(2)DOP/A-II/2008Pt-I, Dated 08-07-2009 .

Ø Proviso (15) added vide Notification No. F.7(3)DOP/A-II/2008, Dated 11-09-2011 w.e.f. 01-04-1997.

£ Substituted for

@ “**32. Period of probation:-** ^x (1) All persons appointed to the Service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the Service by promotion/Special Selection against a substantive vacancy shall be placed on probation for a period of one year.”

Provided that-

(i) Such of them as have, previous to their appointment by promotion/special selection or by direct recruitment against a substantive vacancy, officiated temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their preference in respective quota or reservation in recruitment;

(ii) any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

Provided that any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

(2) During the period of probation specified in sub-rule (1), each probationer trainee may be required to pass such Departmental Examination and to undergo such training as the Government may, from time to time, specify.”

%(3) Deleted.

(2) During the period of probation specified in sub-rule (1), each probationer may be required to pass such Departmental Examination and to undergo such training as the Government may, from time to time, specify.

Explanation:- In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end one day earlier on the date immediately preceding the date of his death or retirement from Government Service. The condition of passing the Departmental Examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.” vide notification 7(2) DOP/A-II/2005, Dated 20-01-2006.

^x Sub-rule (1) of rule 32 substituted for:- (1) Every person appointed against a substantive vacancy in the Service by direct recruitment shall be placed on probation for a period of two years & those appointed by promotion/*special selection to any post against such a vacancy shall be on probation for a period of one year.” vide Notification No.F. 1(35) DOP/A-II/74, dated 9-4-1979.

[@] Substituted for rule- **"32. Probation.-**(1) All persons on appointment to the posts of Junior Accountants and Accountants shall be on probation for a period of two years in the case of direct recruitment and one year in the case of promotion.

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 Government to count such officiating or temporary service towards the period of probation upto a maximum of six months.

Provided further that persons appointed to the service under sub-rule (3) of rule 27 shall not be placed on probation.

(2) During the period of probation, each probationer shall be required to pass such departmental examination and to undergo such training as the Government may, from time to time specify.

Explanation:- In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end on the date immediately preceding the date of his death or retirement from Government services." vide Notification No.F. 1(35) Karmik/Ka-II/74, dated 4-5-1977. Effective from the date of Publication in the Rajpatra.

[%] Deleted the following sub-rule ^{*}(3) “The period spent as probationer trainee shall not be counted for experience and eligibility for promotion.” Vide Notification No.F.7(2)DOP/A-II/2005 dated 26-04-2011. w.e.f. 20-01-2006.

^{*} sub-rule (3) added vide Notification No.F.7(2)DOP/A-II/2005 dated 13-06-2008.

%32-A. "Confirmation in certain cases:-(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the service by direct recruitment as a probationer trainee under these rules has not been confirmed within six months after satisfactory completion of probation for a period of two years shall be entitled to be treated as confirmed in accordance with his/her seniority, if:-

- (i) He/she has worked on the post or higher post under the same Appointing Authority or would have so worked but for his/her deputation or training;
- (ii) He/she fulfils conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these rules; and
- (iii) he has been appointed against a substantive vacancy.”

(2) If an employee referred to in sub-rule (1) above fails to fulfil the conditions mentioned in the said sub-rule, the period mentioned in sub-rule (1) above, may be extended as prescribed for a probationer under the Rajasthan Civil Services (Departmental Examinations) Rules, 1959 and any other rules or by one year, whichever is longer. If the employee still fails to fulfil the conditions mentioned in sub-rule (1) above, he will be liable to be discharged or terminated from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled.

(3) The employee referred to in sub-rule (1) above, shall not be debarred from confirmation after the said period of service if no reason to the contrary about the satisfactory performance of his work are communicated to him within the said period of service.

%Substituted for ***32-A. "Confirmation in certain cases:-**(1) Notwithstanding anything to the contrary contained in the preceding rule, a person appointed to a post in the Service temporarily or on officiating basis who, after regular recruitment by any one of the methods of recruitment prescribed under these Rules, has not been confirmed, within a period of six months on completion of a period of two year's service in case he is appointed by direct recruitment or within a period of one year's service in case he is appointed by promotion, shall be entitled to be treated as confirmed in accordance with his seniority, if:-

- (i) he has worked on the post or higher post under the same Appointing Authority or would have so worked but for his deputation or training;
- (ii) he fulfills conditions as are prescribed under rule relating to confirmation subject to the quota prescribed under these Rules; and
- (iii) permanent vacancy is available in the department.

vide Notification F. No. 7(1)DOP/A-II/2020 Dated 04-02-2022 w.e.f. 20-01-2006

* Rule 32-A Inserted vide Notification No.F. 1(35) Karmik/Ka-II/74, dated 3-8-1977.

* **substituted for:-** @ 32-A. (a) Notwithstanding any thing contained in rule 32, if no order of confirmation is issued by the Appointing Authority within a period of six months, an employee appointed on temporary or officiating basis who has after the date of his regular recruitment by either method of recruitment completed a period of two years' service or less in the case of those appointed by promotion where the period of probation prescribed is less, on the post or a higher post under the same Appointing Authority or would have so worked but for his deputation or training shall on the occurrence of permanent vacancies be entitled to be treated as confirmed if the same conditions as are prescribed under the Rules for the confirmation of a probationer are fulfilled subject to the quota prescribed under the Rules and in accordance with his seniority:

Provided that if the employee has failed to give satisfaction or has not fulfilled any of the conditions prescribed for confirmation, any of the conditions prescribed for confirmation, such as passing of Departmental Examination, training or promotion cadre course etc., the aforesaid period may be extended as prescribed for probationer under the Rajasthan Civil Services Departmental Examination Rules, 1959 and any other rules, or by one year, whichever is longer. If the employee still fails to fulfil the prescribed conditions or fails to give satisfaction, he will be liable to be discharged from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled:

Contd.....

(4) The reasons for not confirming of any employee referred to in sub-rule (1) above shall be recorded by the Appointing Authority in his Service Book and Annual Performance Appraisal Report.

Explanation:-(i) Regular recruitment for the purpose of this rule shall mean:-

(a) appointment by either method of recruitment or on initial constitution of Service in accordance with the Rules made under the proviso to Article 309 of the Constitution of India;

(b) appointment to the posts for which no Service Rules exists, if the posts are within the purview of the Commission, recruitment in consultation with them;

(c) appointment by transfer after regular recruitment where the Service Rules specifically permit;

(d) persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited;

Provided that it shall not include urgent temporary appointment or officiating promotion which is subject to review and revision.

Provided further that no person shall be debarred from confirmation after the said period of service if no reasons to the contrary about the satisfactory performance of his work are communicated to him within the said period.

(b) The reasons for not confirming an employee referred to in the second proviso to clause (a) shall, in the case of a non gazetted employee, be also immediately recorded by the Appointing Authority in his Service Book and C.R. files and in the case of Gazetted Officer communicated to the Accountant General, Rajasthan and in his confidential report file. A written acknowledgment shall be kept on record in all these cases.

Explanation:-(i) Regular recruitment for the purpose of this rule shall mean appointment after either of the methods of recruitment or on initial constitution of Service in accordance with any of the Service Rules promulgated under proviso to Article 309 of the Constitution of India or for posts for which no Service Rules exists, if the post are within the purview of Rajasthan Public Service Commission, recruitment in consultation with them but it shall not include an urgent temporary appointment, **ad hoc** appointment or officiating promotion against temporary or lien vacancies which are liable to review and revision from year to year. In case where the Service rules specifically permit, appointments by the transfer, such appointment shall be treated regular recruitment if the appointment to the post on which the official was transferred was after regular recruitment. Persons who have been made eligible for substantive appointment to a post under the rules shall be treated on having been regularly recruited.

(ii) Persons who held lien in another cadre shall be eligible to be confirmed under this rule and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years of their temporary appointment under this rule. In the absence of any option to the contrary, they shall be deemed to have exercised option in favour of confirmation under this rule and their lien on the previous post shall cease." vide Notification No.F. 2(4) DOP/A-II/79, dated 22-11-1984.

@ Substituted for "32-A. Notwithstanding anything contained in column 3 of the Schedule, a person who has been regularly recruited against a temporary post and has put in two years' service after such regular recruitment shall not be placed on probation on conversion of such post in to a permanent one but he shall be confirmed only after he has fulfilled the conditions of confirmation as laid down in the rule." vide Notification No.F. 7(7) DOP/A-II/74, dated 28-12-1974.

(ii) Persons who hold lien on another cadre shall be eligible to be confirmed under this rule and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years of their temporary appointment under this rule. In the absence of any option to the contrary, they shall be deemed to have exercised option in favour of confirmation under this rule and their lien on the previous post shall cease."

§33 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 services of a probationer-trainee are not found to be satisfactory, the appointing authority may revert him/her to the post on which he/she is regularly selected immediately preceding his/her appointment as probationer trainee or in other cases may discharge or terminate him/her from service. The appointing authority shall accord appropriate opportunity to the probationer-trainee before final orders are passed in this respect;

Provided that the appointing authority may, if it so thinks fit in any case or class or cases, extend the period of probation of any probationer-trainee by a specified period not exceeding one year."

§ Substituted for.- @ **33. Unsatisfactory progress during probation.**-(1) If it appears to the Appointing Authority, at any time, during or at the end of the period of probation, that a member of the Service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other case may discharge or terminate him from service.

Provided that the Appointing Authority may, if it so thinks fit in any case or class of cases, extend the period of probation of any member of Service by a specified period not exceeding two years in case of person appointed to a post in the Service by direct recruitment and one year in the case of person appointed by promotion %special selection" to such post:

* "Provided further that the Appointing Authority may, if it so thinks fit in case of persons belonging to the Scheduled Castes or Scheduled Tribes, as the case may be, extend the period of probation by a period not exceeding one year at a time and a total extension not exceeding three years."

(2) Notwithstanding anything contained in the above proviso, during the period of probation, if a probationer is placed under suspension, or disciplinary proceeding is contemplated or started against him, the period of his probation may be extended till such period the Appointing Authority thinks fit in the circumstances.

(3) A probationer reverted or discharged from Service during or at the end of the period of probation under sub-rule (1) shall not be entitle to any compensation." vide Notification No. F.7(2)DOP/A-II/2005 Dated. 13-06-2008.w.e.f. 20-01-2006

@ Substituted for "33. **unsatisfactory progress during probation.**-(1) If it appears to the appointing authority, at any time during or at the end of the period of probation that a member of the Service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment.

Provided he holds a lien thereon, or in other cases, may discharge 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 end of the period of probation under sub-rule (1) shall not be entitled to any compensation." vide Notification No.F. 1(35) Karmik/Ka-II/74, dated 3-8-1977.

% Inserted vide Notification No. F. 1 (35) Karmik/Ka-II/74 dated 3-8-1977.

* Inserted vide Notification No.F. 7(6) DOP/A-II/77, dated 26-10- 1977. Effective from 1-1-1973.

34. Confirmation. -A probationer shall be confirmed in his appointment at the end of his period of probation if –

(1) he has undergone complete training and passed the departmental examination **[as prescribed by the Director and Ex-officio Joint Secretary, Treasury and Accounts in consultation with the Government.]

@ Provided that a person who prior to his appointment as Junior Accountant, had passed in Accounts Clerks Examination, but was not eligible for appointment as Junior Accountant according to the criteria laid down in part V, shall not be required to appear at the Departmental Examination during his period of probation as Junior Accountant.

(ii) the Director and Ex-officio Joint Secretary, Treasury and Accounts is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation; and

(iii) he has passed a departmental test of proficiency in Hindi;

Provided that those who have already passed High School/Higher Secondary examination or Examinations higher than those with Hindi as one of the subjects of any Hindi Examination recognized by the State Government from time to time as equivalent to that of High School standard in Hindi, shall not be required to pass the proficiency test in Hindi.

***34-A.** Notwithstanding anything contained in the column 3 of the Schedule, a probationer shall be confirmed in his appointment at the end of his period of probation even if the prescribed Departmental Examination/training/proficiency test in Hindi, if any, are not held during the period of probation laid down in the rules provided:

(i) he is otherwise fit for confirmation; and

(ii) period of probation expires on or before the date of publication of this amendment in the Rajasthan Rajpatra.

PART VIII-Pay

%35, Pay during probation.- “A probationer trainee appointed to the service by direct recruitment, shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Government from time to time”.

** Substituted for the expression "or examination specified in Schedule IV", vide F.D. Notification No.F 2(3) FD/R & A/I/8/69, dated 5-2-1973.

@ Inserted vide Notification No.F. 2(3) FD/R & A/I/8/69, dated 5-2- 1973.

* Inserted vide Notification No.F. 1(12) Appts.(A-II/68 Pt. V, dated 17-10-1970.

% Substituted for **Φ35. Pay during probation.-** “The initial pay of a person appointed by direct recruitment to a post in the Service/Cadre shall be the minimum of the scale of pay of the post;” vide Notification No. 7(2)DOP/A-II/2005 dated 20-01-2006.

Φ Substituted for **35. "Scale of pay:-** The scale of monthly pay of a person appointed to a post in the Service, shall be such as may be admissible under as referred to in rule 38 or as may be sanctioned by the Government from time to time", vide Notification No.F 1(15) Appts(A-II)-67, dated 6-2-1969.

*“Provided that an employee having been regularly selected as per provisions of recruitment rules in the Government service may be allowed emoluments in his/her own pay scale in the existing pay scale of the post during service as probationer trainee or fixed remuneration of the new post, whichever is advantageous to him/her.”

£36. Deleted.

37. Criteria for Crossing an Efficiency Bar.- No member of the Service shall be allowed to cross an efficiency bar unless in the opinion of the Appointing Authority he has worked satisfactorily and his integrity is unquestionable.

38. Regulations of Pay, Leave, Allowances, Pension etc.- Except as provided in these Rules, the pay, allowances, pension, leave and other service conditions of the members of the Service shall be regulated by:

- (1) The Rajasthan Travelling Allowance Rules, 1971.
- (2) The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950.
- (3) The Rajasthan Civil Services (Rationalization of Pay Scales), 1956.
- (4) The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958.
- (5) Rajasthan Service Rules, 1951.
- (6) Rajasthan Civil Services (Revised Pay Scales) Rules, 1961.

(7) Any other rules prescribing general conditions of Service made by the Appropriate Authority under the proviso to article 309 of the Constitution of India and for the time being in force.

39. Removal of Doubts.- If any doubt arises relating to the application and scope of these Rules, it shall be referred to the Government in the @[Department of Personnel] whose decision thereon shall be final.

40. Repeal and Savings.-All rules and orders in relation to matters covered by the rules and in force immediately before the commencement of these Rules are hereby repealed:

* Substituted for “Provided that the pay of a person already serving in connection with the affairs of the State shall be fixed in accordance with the provisions of the Rajasthan Service Rules, 1951.” vide Notification No. F.7(2)DOP/A-II/2005 Dated 13.06.2008. W.e.f. 20-01-2006.

£ Deleted the following ^o36. “**Increment During Probation.-**A probationer shall draw increment, in the scale of pay admissible to him in accordance with the provision of the Rajasthan Service Rules, 1951.” vide Notification No. F.7(2)DOP/A-II/2005 Dated 20-01-2006.

^o Substituted for the following:- “**36. Increments 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, such extension shall not count for increment unless the Appointing Authority otherwise directs.” vide Notification No.F. 3(11)Appts.(A-II)/58, part IV, dated 10-10-1973.

@ Substituted for the words "Appointment Department" vide Notification No.F. 1(13) DOP/A-II/72-1, dated 3-1-1973. Effective from 17-7-72.

* Provided that any action under the rules and orders so repealed shall deemed, to have been taken under the provisions of these Rules.

£41. "Power to relax rules.- In exceptional cases where the Administrative Department of the Government is satisfied that operation of the Rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these Rules with respect to age or experience of any person, it may with the concurrence of the Department of Personnel and Administrative Reforms and in consultation with the Commission by orders dispense with or relax the relevant provisions of these Rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favorable than the provisions already contained in these Rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the ⁺"Administrative Department concerned."

Φ "Provided that relaxation in the prescribed period of service or experience under this rule shall only be granted to the extent of 1/3 period of the service or experience prescribed for promotion to any post before holding the meeting of the Departmental Promotion Committee."

Ø "Provided further that where the prescribed period of experience for promotion to any post is less than 6 years, a committee headed by the Chief Secretary comprising of Principal Secretary Finance, Principal Secretary/Secretary Department of Personnel and Principal Secretary/ Secretary of the Administrative Department, may consider the cases where forty five percent or more posts are vacant. The committee is empowered to suggest the quantum of relaxation in experience which may be granted in such cases to address the issue of large number of vacancies in promotional posts subject to condition that such relaxation in experience shall not be more than two years."

* Substituted for the following:-"Provided that any order made or action taken under the rules and orders so repealed shall be deemed to have been made and taken under the corresponding provisions of these Rules"
vide Notification No.F. 1(13)DOP/A-II/72-1, dated 31-1-73. Effective from 17-7-72.

£ Added vide Notification No.F. 11(2) DOP/A-II/75, dated 27-12-1978.

⁺ Substituted for the expression:-"Department of Personnel and Administrative Reforms, (Department of Personnel-A-Group-II)." vide Notification No.F. 11(2) DOP/A-II/75, dated 18-8-1982.

Φ New proviso added vide Notification No. F.7(3)DOP/A-II/95 dated 18-02-1998.

Ø New proviso added vide Notification No. F.7(3)DOP/A-II/95 Pt. dated 18-07-2017.

@[Schedule I]

S. No.	Name of the post	Method of recruitment with percentage	Minimum qualification and experience for direct recruitment	Post from which promotion is to be made	Minimum qualification and experience for promotion	Remarks
1	2	3	4	5	6	7
1.	Assistant Accounts Officer Grade-I	100% by Promotion	-	Assistant Accounts Officer Grade-II	Five years' experience on the post mentioned in Column 5	-
2.	Assistant Accounts Officer Grade-II	100% by Promotion	-	Junior Accountant	Five years' experience on the post mentioned in Column 5	
3.	Junior Accountant	100% by direct recruitment through competitive examination	<p>Must hold a Degree of any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institution established by an Act of Parliament or declared, to be deemed as a University under Sec. 3 of the University Grants Commission Act, 1956, or possess an equivalent qualification recognized by the Government in consultation with the Commission;</p> <p align="center">OR</p> <p>Must have passed Intermediate examination of the Institute of Cost & Works Accountants, Kolkata;</p> <p align="center">OR</p> <p>Intermediate examination of the Institute of Chartered Accountants of India, New Delhi.</p> <p align="center">AND</p> <p>"O" or Higher Level Certificate Course conducted by DOEACC (NIELIT) under control of the Department of Electronics, Government of India;</p>	-	-	-

			<p>OR</p> <p>Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organized under National/ State Council of Vocational Training Scheme;</p> <p>OR</p> <p>Degree/Diploma in Computer Science/ Computer Applications /Information Technology from a University established by law in India or from an institution recognized by the Government;</p> <p>OR</p> <p>Diploma in Computer Science & Electronics/Information Technology from a polytechnic institution recognized by the Government;</p> <p>OR</p> <p>Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p>			
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@ Schedule-I substituted vide notification no. F.2(5)/DOP/A-II/88 Pt. Dated 01-10-2014.

\$- SCHEDULE-I (Prior to 01-10-2014)

Substituted for:-

S.No.	Name of the post	Source of Recruitment with percentage	Conditions of eligibility and qualifications for direct recruitment	Post from which appointment by promotion is to be made.	Minimum experience and Qualifications required for promotion	Remarks
1.	2.	3.	4.	5.	6.	7.
1	Assistant Accounts Officers	100% by Promotion		Accountant	Five years' Service as Accountant	
2	Accountant	By direct recruitment and promotion in the ratio * '1:4'	A candidate for direct recruitment must hold a degree in Arts, Science or Commerce of a University established by law in India or of a foreign University declared by the Govt. in consultation with the Commission to be equivalent to Degree of University established by law in India or Must have passed Intermediate Examination of the Institute of Cost & Works Accountants, Calcutta or Intermediate Examination of the Institute of Chartered Accountants of India, New Delhi	Junior Accountant	Five years 'Service as Junior accountant "+ OR Minimum 12 years' experience in the Ministerial Service after passing the Accounts Clerks Examination (or equivalent examination) including at least one year's experience as Junior Accountant. Provided that the condition of one year's experience as Junior Accountant shall not be applicable to person if any person Junior to him is eligible for consideration for promotion on the basis of seniority-cum-merit, as the case may be. Note: The above amendment will remain in force for a period of 3 years from the date of its publication in the Rajasthan Rajpatra."	

\$ Substituted vide F.D. Notification No.F. 2(3) FD/A & 1/8/69. GSR 463(16), dated 5-2-73

* Substituted "1:2" vide Notification No.F. 2(5) DOP/A-11/88, dated 23-9-88.

+ Added vide Notification No. F 2(3) DOP/A-11/78, dated 1-8-1979.

1.	2.	3.	4.	5.	6.	7.
+ “3.	Junior Accountant	100% by Direct recruitment through competitive examination provided that- (i) Out of the total number of vacancies of Junior Accountants to be filled in by first competitive examination, vacancies to the extent of 22, shall be reserved for persons belonging to category (b) in column 4, (ii) in filling vacancies the candidates belonging to category (b) of Column-4 shall be considered for appointment on passing the written examination only, irrespective of their relative rank as compared with other candidates; and (iii) if sufficient number of candidates are not available from the category of persons for whom 22 vacancies have been reserved as under proviso (1) above, the remaining vacancies may also be filled from amongst candidates declared “successful” through Competitive Examination in accordance with Part IV of these Rules.	(a) Candidate for direct recruitment must hold a degree in Arts, Science or Commerce of University established by Law in India or a Foreign University declared by the Government ‘£’ in consultation with the Commission to be equivalent with a degree of a University established by Law in India. Explanation:- For the purpose of the Schedule a degree in Arts or Science does not include a Degree in Agriculture, Medicine, Engineering and Technology. (b) The Upper Division Clerks of the Local Fund Audit Department whose service were terminated by the Government in the year 1975 and who were appointed as Upper Division Clerks temporarily against the vacant posts of Junior Accountants by the Director and Ex-officio Joint Secretary, Treasury and Accounts, Rajasthan, Jaipur in July, 1977			
+ Substituted for S.No. 3 :-						
3.	Junior Accountant	100% by Direct Recruitment through competitive Examination provided that (i) (i) Fifty percent of the vacancies to be filled by direct recruitment as a result of second and third competitive examination shall be reserved for persons belonging to category (b) in Column 4. (ii) in filling vacancies candidates belonging to category (b) above shall be considered for appointment in the order in which their names appear in the list prepared under sub-rule (a) of rule 23 irrespective of their relative rank as compared with other candidates. (iii) IF sufficient number of candidates is not available for the category of persons for whom 50% of vacancies have been reserved under proviso (i) above the remaining vacancies may also be filled from amongst candidate declared “Successful”throughCompetitiveExamination in accordance with Part IV of these Rules.	(a) A Candidate for direct recruitment must hold a degree in Arts, Science or Commerce of University established by law in India or a foreign University declared by the Govt. of India in consultation with the commission to be equivalent with a degree of a University established by law in India. Explanation:- For the purpose of the Schedule degree in Arts or Science does not in clued a Degree in Agriculture. Medicine, Engineering and Technology. (b) A candidate who is in Government service and had passed the Accounts Clerks Examination or its equivalent before 31-03-1971but is not eligible for appointment as Junior Accountant under rule 27. Provided that:- Persons in category (b) above shall alone be eligible for appearing at the first competitive examination to be conducted after the commencement of the Rajasthan Subordinate Accounts Service (Amendment) Rules. 1973			

£ Deleted the word “of India” vide Notification No. F.2(5)DOP/A-II/88, dated 23.09.88

Savings:-Persons selected as a result of qualifying examination for the year 1970 for the post of Accountants shall be appointed to Service by promotion as if the Rajasthan Subordinate Accounts Service (Amendment) Rules, 1973 were not made.Vide Notification No. F.2(3)DOP/A-II/78, dated 6-12-1979.

SCHEDULE-I (Prior to 5-2-1973)

* Substituted for :-

S.No.	Name of the posts	Source of Recruitment with percentage	Qualifications for direct recruitment	Post from which appointment by promotion is to be made	Minimum experience and Qualifications required for promotion	Remarks
1.	2.	3.	4.	5.	6.	7.
1	Assistant Accounts Officers	100% by Promotion	<p>A candidate for direct recruitment must hold a degree in Arts, Science or Commerce of a University established by law in India or of a foreign University declared by the Government in consultation with the Commission, to be equivalent to Degree of University established by law in India or Diploma awarded by the National Council of Rural Higher Education.</p> <p>Note:- The recognition of a Diploma in Rural Service is valid for the present only for a period of five years with effect from the 2nd June, 1959.</p> <p>Explanation:-for the purpose of this rule a degree in Arts of Science does not include a degree in Medicine. Engineering and Technology.</p> <p>OR</p> <p>Matriculate with five years total service as Upper Division Clerk in any Office under the Government of India, Government of Rajasthan. High Court and Courts subordinate thereto, Rajasthan Public Service Commission. State Legislative Assembly, PanchayatSamitis and ZilaParishads or Rajasthan State</p> <p>Matriculate with five years service in any office under the Government of India, Government of Rajasthan, High Court and Courts Subordinate there to, Rajasthan Public Service Commission, State Legislative Assembly, PanchayatSamitis and ZilaParishads of Rajasthan or Rajasthan State Electricity Board in any post on the first day of the month in which the notification for examination is issued. Who (a) has passed the Accounts Clerks, Examination held by the Government of Rajasthan or Rajasthan Public Service Commission: or (b) has passed the Junior Diploma Course in Secretariat and Business Training conducted by the University of Rajasthan.</p>	Accountants	Five years' Service as Accountant	
2	Accountant	By direct recruitment and promotion in the ratio 1:2		Accounts Clerks	Three years service as Accounts Clerk and should have passed thequalifying examination as mentioned in sub-rule (2) of rule 16	

%[Schedule II]

Scheme of papers for the combined competitive examination for Accountant, Junior Accountant and Tehsil Revenue Accountant.

1. The competitive examination shall include the following papers and each paper shall carry the number of marks and time as shown against it.

Paper I

S.No.	Subject	Marks	Duration
1	Hindi	75	2.30 Hours
2	English	75	
3	General Knowledge (in reference to Rajasthan)	75	
4	Everyday Science	75	
5	Mathematics	75	
6	Basics of Computer	75	
	Total	450	

Note. - The paper shall be of Senior Secondary standard, except Mathematics and Basics of Computer which shall be of Secondary standard.

Paper-II

S.No.	Subject	Mark	Duration
1	Book Keeping and Accountancy	75	2.30 Hours
2	Business Methods	75	
3	Auditing	75	
4	Indian Economics	75	
5	RSR Vol. 1 (Chapter II, III, X, XI, XIII, XIV, XV & XVI) Rajasthan Civil Service Joining Times Rules, 1981	75	
6	GF & AR-Pt. I (Ch. 1, 2, 3, 4, 5, 6, 14 & 17)	75	
	Total	450	

Note. - The Standard of the Paper will be of Graduation level, except subject mentioned at serial number 5 and 6.

2. There will be a single stage examination. Each of the paper i.e. both Paper-I and Paper-II will be of objective type.
3. **Maximum Marks and Negative Marking.** - The Minimum marks of the paper-I and Paper-II will be 450 each. For every correct answer 3 marks will be awarded and for every incorrect answer 1 marks will be deducted.
4. **Qualifying Marks.** - Minimum of 35% in paper-I and paper-II each and 40% marks in aggregate. However relaxation in minimum marks upto 5% applicable to SC/ST category candidates. There will be no viva voca test.

“SCHEDULE -II

Compulsory papers	Marks	Duration
(a) English & Hindi	100	Three hours
(b) General knowledge & Everyday Science	100	Three hours
(c)+''Mathematics''	100	Three hours

1. Book Keeping and Advanced Accountancy.
2. Indian Economics and Business Methods.
3. Auditing.
4. Elements of Cost Accounting.
5. R.S.R. (Chapters II, III, IV, X, XI and XII to XXVI) and T.A. Rules.
6. G.F. & A.R. (Chapters 1, 2, 3, 4, 5, 6, 14 & 17).
(Article 353 to 414) and Budget Manual (Chapters I, II, III, IV, XI and XII).
7. (a) Rajasthan Local Fund Audit Rules.
(b) Rajasthan Panchayat Samitis and Zila Parishad Rules.
(c) Rajasthan Panchayat Samitis Loan Rules.
(d) Rajasthan Panchayat General Rules.
8. (a) Rajasthan Land Revenue Act, 1956.
(b) Rajasthan Tenancy Act, 1955 (Chapters IX & X).
9. (a) Rajasthan Agriculture land (Taccavi) Rules, 1958.
(b) Rajasthan Land Revenue (Land Records) Rules, 1957.
(c) District Manual including Revenue Accounts Manual, 1972

Standard:

2. The Optional Papers shall be of degree standard.

Qualifying Marks:-Minimum 35% marks in each of the Compulsory papers and 40% marks in the aggregate. There would be no **viva voce** test.

*Schedule-II added vide Notification No.F. 2(11) DOP/A-II/79, dated 2-11-1982

+ Substituted "Arithmetics" vide Notification No.F. 2(5) DOP/A-11/88.dated 31-7-93

++ Substituted for.

"1. The Compulsory papers shall be of Higher Secondary standard vide Notification No.F.2(5) DOP/A-11/88, dated 31-7-1993.

*** Schedule II Deleted.**

* Deleted the following vide F.D. Notification No.F. 2(8) FD/A & 1/8/69, dated 5-2-1973

Schedule II [See Rule 16-1]

Syllabus for Examination for Direct Recruitment to the regular sub-Ordinate Accounts Service.

1.Compulsory Subject:	Marks
Paper I. General knowledge and Everyday Science	100
Paper II. Book keeping and advanced Accountancy	100
Paper III. Arithmetic	100
2. Optional Subject:	
(Candidate must take one of the following subjects)	
Paper I. (a) Rajasthan Service Rules	
(b) Rajasthan Travelling Allowance Rules.	100
Paper II. (a) The Rajasthan General Financial and Account Rules including Schedule of powers.	
(b) The Rajasthan Budget Manual.	100
Paper III. Indian Economics & Business Methods.	100
Paper IV. Elements of Cost Accounting	100
Paper V. (a) Rajasthan Local Fund Audit Rules.	100
(b) Rajasthan PanchayatSamities and ZilaParishad Rules	
(c) Rajasthan PanchayatSamities Loan Rules.	
(d) Rajasthan Panchayat General Rules	
viva voce	100

Notes:

Paper II (Compulsory) and Paper III and IV (Optional Subjects) shall be of B.Com. Standard, other papers shall be of the same standard as is generally prescribed for departmental examinations except the compulsory subject (paper I & III) which shall be of the standard of Higher Secondary Exam. of the Rajasthan Board of Higher Secondary Education.

(2) Each paper will be of three hours duration.

(3) In addition to the knowledge of the Rules, proficiency in their application is also expected. Books will not be allowed to be taken in the examination hall.

(4) With regard to the Rajasthan Budget Manual, candidates will be expected to be familiar with the Accounts Heads and their arrangements in the budget of the Rajasthan Government for the year in which the examination is held.

* [Schedule III]

Syllabus for Emergency Recruitment Examination of Junior Accountants, 1985

+ [There will be following three papers of 100 marks each. The minimum pass marks in each paper will be 40, subject to minimum of 45% marks in the aggregate. The Director, HCM RIPA may in its discretion award grace marks upto one in each paper and upto three in aggregate.]

1. Paper I General English, General Hindi and
Everyday Science.
2. Paper II Rajasthan Service Rules and Rajasthan
Travelling Allowance Rules.
3. Paper III General Financial & Accounts Rules and
Rajasthan Treasury Manual.

The scope of each paper will be as under:

Paper-I

It will be divided into three parts, namely Part 'A' General English, Part 'B' General Hindi, and Part 'C' Everyday Science. Part 'A' & 'B' will have three questions each, out of which two questions will have to be answered by the candidates. 'Part A' and 'Part B' will contain questions of Essay writing, Precis writing, Letter writing. Self-contained Notes and different types of communications in Government Departments, Part 'C' will contain questions of objective type on current topics as well as Everyday Science.

Paper-II

It will be divided into two parts- Part 'A' will contain questions of Rajasthan Service Rules and Part 'B' on Rajasthan Travelling Allowance Rules. In all five questions, three from Part 'A' and two from Part 'B' including one question each on practical problems will have to be attempted. Each question will carry equal marks.

Paper-III

This paper will also be divided into two parts- Part 'A' will cover General Financial & Account Rules and Part 'B' will cover questions on Rajasthan Treasury Manual, Five questions will have to be attempted, three from Part 'A' including one or two questions on practical problems and two from 'Part B'. Each question will carry equal marks.

* Schedule III added vide Notification No.F. 2 (1) DOP/A-11/83, dated 23-1-85.

+ Substituted for “There will be following three papers of 100 marks each. The minimum pass marks in each paper will be 40, subject to a minimum of 45% marks in the aggregate.” vide Corrigendum No. F. 2(11) DOP/A-II/83, dated 21.1.1986, w.e.f. 24-1-1985.

***Schedule III Deleted.**

* Deleted the following vide F.D. Notification No. f. 2(3)FD/A & I/8/69, dated 5-2-73.

SCHEDULE III [See Rule 16 (2)]		
Syllabus for the Accounts Qualifying Examination		Marks
Paper I.	1. Rajasthan Service Rules	
	2. Rajasthan Travelling Allowance Rules	
	3. Important Circulars and Orders issued on these Rules.	100
Papers II.	1. The Rajasthan General Financial & Accounts Rules (including Schedule of Powers)	
	2. The Rajasthan Budget Manual	
	3. Important Circulars and Orders issued on the subject	100
Papers III Group.	This paper will consist of three groups- Candidates can opt any one 100	

Group 'A'

1. Rajasthan Treasury Manual and Practical knowledge with regard to the following:-
 - (i) Classification of transactions in Treasury Accounts.
 - (ii) Accounts to be kept in Treasuries
 - (iii) Accounts to be rendered by Treasuries

Group 'B'

2. Theoretical and practical knowledge of P.W.D. or Forest Accounts with regard to the following:-
 - (i) Classification of Public Works/Forest receipts and expenditures.
 - (ii) Accounts to be kept in P.W. Offices/Forest Offices.
 - (iii) Accounts rendered by P.W. Offices/Forest Offices.
 - (iv) Submission of Public Works/Forest Accounts to the Accountant General.

Group 'C'

- (i) Rajasthan Local Fund Act and Rules.
- (ii) Rajasthan Panchayat Samities and Zila Parishad Rules.
- (iii) Rajasthan Panchayat Samiti Loan Rules.
- (iv) Rajasthan Panchayat General Rules.

Study of Accounts Code Vol. II is recommended for group 'A' and the Public Works Financial and Account Rules or Government of Rajasthan and Accounts Code Vol. III for group 'B'.

Notes:

1. In addition to knowledge of the rules proficiency in their application is also expected. Books will not, however, be allowed to be taken in the examination hall.
2. With regard to the Rajasthan Budget Manual, candidates will be expected to be familiar with Accounts Head and their arrangement in the budget of the Rajasthan Government for the year.
3. Each paper will be of three hours duration and will carry maximum marks 100.
4. Question in Group 'B' of Paper III will provide for full choice between P.W.D. or Forest Accounts.
5. "Accounts Code" refers to the Accounts Code issued by the Auditor General of India.

* Schedule IV Deleted.

* Deleted the following vide F.D. Notification No.F 2(3) FD/A& 1/8/69, dated 5-2-1973:-

Schedule IV-(See Rule 32)

Programme of Training and Syllabus for Departmental Examination.

Part-I

For candidates recruited by promotion:

A. Training

Accountant Training School

(16 weeks)

(A) General Financial & Account Rules, Treasury Rules, Accounts Code.

- (i) General Outlines of the system of Government Accounts.
- (ii) (a) Maintenance of initial and subsidiary accounts in the Treasuries and the Departmental Office, i.e. accounting of receipts and payments allocation and posting of vouchers upkeep of the cash book and other departmental records.
(b) Accounts to be kept in Public Works Offices and Forest Offices.
- (iii) Inter-departmental and Inter-Government adjustments. i.e. transfer entries.
- (iv) Closing of accounts and the submission of returns and accounts to the Accountant General.
- (v) Reconciliation with the Accountant General's Books.
- (vi) General principles to be observed in the check of receipts and expenditure
- (vii) Allocation between Capital and Revenue.
- (viii) Incidence of Charges.
- (ix) Loans and Advances, etc.
- (x) Defalcations and losses.
- (xi) Remissions and abandonment of claims to revenue.
- (xii) Agreements and Contracts system of payment of Contractors Bills.
- (xiii) Arrear Claims.
- (xiv) Grants, appropriation and control of expenditure etc.

(B) Service Rules and T.A. Rules.

- (i) General condition of service.
- (ii) Rules regarding fixation of pay and allowances.
- (iii) Joining time-deputation allowance etc.
- (iv) Leave rules and drawal of leave salary.
- (v) Pension rules.
- (vi) Travelling allowance rules.
- (vii) General provident fund rules.
- (viii) Preparation of pay T.A. Contingent and other miscellaneous bills
- (ix) Maintenance of service books and leave accounts.

(C) Book keeping and Budget Manual.

- (i) Elementary Principles of Book-keeping.
- (ii) Single and Double Entry System.
- (iii) Maintenance of Cash Book, Ledger, Journal, etc.
- (i) Preparation of Trial Balance, Profit and Loss Accounts and Balance Sheet.
- (ii) Preparation of Budget and Revised Estimates.

(D). PanchayatSamities and ZilaParishad Rules.

- (i) Rajasthan Local Fund Act and Rules.
- (ii) Rajasthan PanchayatSamities and ZilaParishad Rules.
- (iii) Rajasthan PanchayatSamiti Loan Rules.
- (iv) Rajasthan Panchayat General Rules.

2. Practical Training in State Commercial Undertakings. (Two Weeks)

- (a) Maintenance of Accounts Books (such as Cash Book). Ledger Journals etc.
- (b) Consignment accounts.
- (c) Depreciations, Sinking Fund Reserves.
- (d) Preparation of Proforma Accounts, Trial Balance, Profit and Loss Accounts and Balance Sheets.

3. Practical Training in Public Works Divisions and Sub-Divisions.(Three Weeks)

- (a) Accounts to be kept in Public Works Office.

- (b) Store Accounts.
- (c) Agreements and Contracts system of payments of Contractors' bills.
- (d) Preparation of Monthly Accounts.

4. Practical Training in Forest Divisional and Range Offices. (Two Weeks)

- (a) Maintenance of Accounts books.
- (b) Stores Accounts Books, Physical Verification of Stores and preparation of stores' accounts for submission to the Accountant General.
- (c) Preparation of Monthly Accounts.
- (d) Reconciliation of Bank Accounts, Treasury accounts and Accountant General's Accounts.

5. Practical Training Treasuries (Two Weeks)

- (a) Maintenance of initial and subsidiary accounts/allocation and posting of vouchers.
- (b) Closing of accounts and submission of returns and accounts to the Accountant General.

6. Practical Training in the Accountant General's Office. (Three Weeks)

- (a) Treasury Audit.
- (b) Gazetted Audit.
- (c) Public Works, Forest and Community Development Project Audit.
- (d) Pension cases and audit thereof.
- (e) Postings and complication of accounts etc.
- (f) Reconciliation of departmental figures with the Accountant General.
- (g) Preparation of Appropriation Accounts and Audit Reports.

(7) Practical Training in the Office of the Director and Ex-officio Joint Secretary, Treasury and Accounts. (Two Weeks)

- (a) Maintenance of departmental accounts and accounts registers
- (b) Defalcation and losses.

8. Accounts Training School: (Two Weeks)

- (a) Preparation and undertaking of departmental examination.
- (b) Departmental Examination.

At the end of training there will be an examination. The question will be of practical nature to ensure that the candidates have acquired a good grasp, in the practical work in the accounts of the various departments and know the application and interpretation of accounts and Service Rules and books will be allowed at the examination.

Paper I. General Financial Rules, Treasury Rules and Accounts Codes Books.

- (i) General Financial and Account Rules (Rajasthan)
- (ii) Treasury Rules (Rajasthan)
- (iii) Accounts Code (vol. I, II and III) issued by the Comptroller and Auditor General of India.
- (iv) Rajasthan Public Works Department Financial Hand Books (Chapters.....)

Paper II. Service Rules and Travelling Allowance Rules Books.

- (i) Rajasthan Service Rules including Pension portion
- (ii) Rajasthan Travelling Allowance Rules.

Paper III. Elementary Book-keeping and Budget Manual Books.

- (i) Elementary Book-Keeping (High School Standard)
 - (ii) Each paper will be for three hours and of 100 marks. The pass marks will be 40% in each paper and 45% in the aggregate.
- For Direct Recruits Part II.

A. Training

Accounts Training School

(Sixteen weeks)

(A) General Financial Rules, Treasury Rules and Accounts Code.

- (i) (a) General outlines of system of Government accounts.
- (b) Detailed classification of Revenues, Expenditure, Debt, Deposit and Remittance transactions.
- (ii) (a) Maintenance of initial and subsidiary accounts in the treasuries the departmental offices, i.e. accounting of receipts and payments, allocation and postings of vouchers, upkeep of cash book and other departmental records.
- (iii) Inter-departmental and Inter Governmental adjustments, i.e. transfer entries.
- (iv) Closing of Accounts and the submission of returns and accounts to the Accountant General.
- (v) Reconciliation with the Accountant General's books.

- (vi) General principles to be observed in the check of receipts and expenditure.
 - (vii) Allocation between Capital and Revenue.
 - (viii) Incidence of charges.
 - (ix) Purchase and custody of stores, stores accounts, system of payment of store bills, disposal and writing off of old and obsolete stores and verification of balances.
 - (x) Loans and Advances etc.
 - (xi) Deposits
 - (xii) Defalcations and losses.
 - (xiii) Remissions and abandonment of claims to Revenue.
 - (xiv) Agreements and contracts system of payment of Contractors' bills.
 - (xv) Rules regarding personal claims of Government servants.
 - (xvi) Arrears claims.
 - (xvii) Grants, Assignments, Appropriation and Control of expenditure etc.
 - (xviii) Internal checks and their application.
 - (xix) Preparation of contingent and Miscellaneous bills, including bills for advance and refund of deposits
- (B) Service Rules and Traveling Allowance
- (i) General Conditions of Service.
 - (ii) Rules regarding fixation of pay and allowance, grants of increments etc.
 - (iii) Joining time, deputation allowance etc.
 - (iv) Leave rules and drawal of leave salary.
 - (v) Dismissal, removal, suspension and retirement
 - (vi) Pension rules
 - (vii) General Provident Fund Rules
 - (viii) Rules regarding Compulsory State Insurance of Government Servants.
 - (ix) Preparation of Salary, Travelling Allowance and Arrears Bills
 - (x) Maintenance of Service Books and leave account.
- (C) Book-keeping and Budget Manual.
- (i) Elementary principles of Book-keeping
 - (ii) Single and double entry system.
 - (iii) Agreement of trial balance.
 - (iv) Detection and rectification of errors.
 - (v) maintenance of cash book, ledger and Journal etc.
 - (vii) Preparation of the Budget and Revised Estimates (with special reference to re-appropriations, Supplementary grants, Advance out of Contingency Fund and Principles of budgetary control).
- (D) PanchayatSamities and ZilaParishad Rules.
- (i) Rajasthan Local Fund Ari and Rules.
 - (ii) Rajasthan PanchayatSamities and ZilaParishad Rules.
 - (iii) Rajasthan Panchayat General Samities Loan Rules. (11)
 - (iv) Rajasthan Panchayat General Rules.
- (2) Practical Training in Public Works Divisions and Sub-Division. (Four Weeks)**
- (a) Account to be kept in Public Works Offices.
 - (b) Agreements and contracts system of payment of contractor's bills.
 - (c) Classification of Income and Expenditure.
 - (d) Adjustment, i.e. transfer entries for Inter-Divisional transactions
 - (e) Preparation and submission of monthly accounts to the Accountant General.
- (3) Practical Training in Forest Division and Ranges. (Three Weeks)**
- (a) Maintenance of Account Books.
 - (b) Realisation of Revenues- Contracts and Agreements.
 - (c) Expenditure of Development Schemes, Plantations and preservation of wild life.
 - (d) Store accounts books- Physical verification of stores and preparat1060 S Stores Accounts for submission to the Accountant General.
 - (e) Preparation of monthly accounts.
 - (f) Reconciliation of Bank Accounts with Treasury.
- (4) Practical Training in State Commercial undertakings (Three weeks)**
- (a) Maintenance of accounts books (such as Cash Book) Ledger, Journals etc.
 - (b) Consignment accounts.
 - (c) manufacture Accounts and Fixation of Prices.
 - (d) Depreciation, Sinking Funds Reserves etc.
 - (e) Preparation of Proforma Accounts, Trial Balances, Trading Account, Profit and Loss Account and Balance Sheet.

(5) Practical Training in Treasuries

(Six weeks)

- (a) Maintenance of initial and subsidiary accounts vouchers, incorporation of sub-treasury accounts.
- (b) Closing of account and submission of returns, and account to the Accountant General.

(6) Practical Training In Departments

(four weeks)

Working of the Accounts Branch of the Department with special reference to preparation of budget, realisation of revenue, if any, control over expenditure, including budgetary control, maintenance of account books and registers, audit objections and compliance.

(7) Practical Training in Finance Department

(Eight weeks)

- (i) Budget Section:-
Ways and means, scrutiny of budget proposals and preparation of Budget, disposal of applications for supplementary grants and treatment of new expenditure.
- (ii) expenditure and Rules
General working of the Section, sanctions and Communication, amendment in the rules, etc. and disposal references etc.

(8) Practical training in Accountant General's Office.

(Three weeks)

- (A) Department Audit.
- (b) Treasury Audit with special reference to rectification of mis-classifications and treasury irregularities
- (c) Gazetted audit.
- (d) Public Works, Forest and Community Development Projects Audit.
- (e) Debt and Deposit, Loans and Advances
- (f) Postings and Compilation of accounts etc.
- (g) Appropriation, Audit, Preparation of Appropriation.
- (h) Pension cases and audit.
- (i) Reconciliation of departmental figures with Accountant General's books

(9) Practical Training in the Office of the Director and Ex-officio Joint Secretary, Treasury and Accounts. (Two weeks).

- (a) Maintenance of departmental accounts and registers
- (b) Defalcation and losses.
- (c) Settlement of Accountant General's objection and reports.

(10) Accounts Training School

(Three weeks)

- (a) Preparation and undertaking of departmental examination.
- (b) Departmental Examination.

At the end of training there will be an examination. The questions will be of practical nature to ensure the candidates have acquired a good grasp in the practical work in the accounts of various departments and know the application and interpretation of accounts and service rules, and books will be allowed at the Examination.

The following papers are prescribed for the Examination.

Paper I Financial and Treasury Rules Books.

1. General Financial and Account Rules
2. Account Code Vol I.
3. Treasury Rules
4. Introduction to Indian Accounts and Audit.
5. Account Code Vol II.

Paper II. Service Rules and Travelling Allowance Rules Books.

1. Rajasthan Service Rules including pension portion.
2. Travelling Allowance Rules.

Paper III. Commercial Accounting and Budget Books.

1. Elementary Book-keeping (Intermediate Standard)
2. Budget Manual; and
3. List of Major and Minor Heads.

Paper IV. Public Works and Forest Accounts.

1. Public Works Accounts Code Vol. III; and
2. Public Works Financial & Account Rules (Rajasthan).

Each paper will be for three hours and of 100 marks. The pass marks will be 10% in each paper and 45% in the aggregate.