

GOVERNMENT OF RAJASTHAN

**THE  
RAJASTHAN TOWN PLANNING  
SUBORDINATE SERVICE  
RULES, 1974**

*(Including amendments upto 31<sup>st</sup> October, 2009)*

*[First published in the Rajasthan Rajpatra, Extraordinary,  
Part IV-C(1), Dated August 29, 1974.]*

**DEPARTMENT OF PERSONNEL  
(A-Group-II)**

**NOTIFICATION**  
*Jaipur, July 22, 1974*

G.S.R. 112:- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following Rules regulating the recruitment to posts in, and the conditions of Service of persons appointed to the Rajasthan Town Planning Subordinate Service, namely:-

**THE RAJASTHAN TOWN PLANNING SUBORDINATE SERVICE  
RULES, 1974**

**PART-I  
GENERAL**

1. *Short title and commencement.*-(1) These rules may be called the Rajasthan Town Planning Subordinate Service Rules, 1974.  
(2) They shall come into force at once.
2. *Definitions.*-In these rules unless the context otherwise requires:-
  - (a) "Appointing Authority" means the Chief Town Planner and Architectural Adviser, Rajasthan and includes in relation to any post in the service; such other officer or Authority who may, with the approval of the Government, be specially empowered by the Chief Town Planner and Architectural Adviser to exercise the powers and functions of the Appointing Authority;
  - (b) "Chief Town Planner" means the Chief Town Planner <sup>\*</sup>(Deleted), Rajasthan;
  - (c) "Commission" means the Rajasthan Public Service Commission;
  - (d) "Committee" means the Committee referred to in rule 24;
  - (e) "Direct Recruitment" means recruitment made according to the procedure prescribed in Part IV of these rules;
  - (f) <sup>†</sup> "Government and State" mean respectively, the Government of Rajasthan and the State of Rajasthan;
  - (g) <sup>‡</sup> "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to a post in the service on the basis of regular selection under the provisions of these Rules or the Rules or orders superseded by these rules;
  - (h) "Schedule" means a Schedule appended to these rules;
  - (i) "Service" means the Rajasthan Town Planning Subordinate Service;
  - (j) "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;

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\* Notification No.F.1(16)DOP/A-II/84, dt. 30.10.84

<sup>†</sup> Notification No. F.7(10)DOP/A-II/74, dt. 10.2.1975

<sup>‡</sup> Notification No. F.7(1)DOP/A-II/96, dt. 10.10.2002

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

§(k) "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; and

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.

\*\* (1) "Year" means the financial year.

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 Service shall consist of three groups. The right of promotion shall be confined to each group and no member shall be transferred from one group to another group.

(2) The nature of posts included in each group of the Service shall be as specified in column 2 of the Schedule.

(3) The strength of posts in each group of the Service shall be such as may be determined by the Government, from time to time;

Provided that-

(a) the Government may create any post, permanent or temporary, from time to time, as may be found necessary, and may abolish any such post in the like manner without thereby entitling any person to any compensation;

(b) the Appointing Authority may leave unfilled or hold in abeyance or allow to lapse any post, permanent or temporary from time to time, without thereby entitling any person to any compensation.

5. *Constitution of the Service.*-The Service shall consist of:-

(a) all persons holding substantively the post specified in the Schedule,

(b) all persons recruited to the Service before the commencement of these rules; and

(c) all persons recruited to the Service in accordance with the provision of these rules.

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§ Notification No.F.6(2)DOP/A-II/71, dt.29.8.1982

\*\* Notification No. F.7(2)DOP/A-II/81, dt.21.12.1981 (w.e.f. 1.4.1981)

PART III  
RECRUITMENT

6. *Method of Recruitment.*-(1) Recruitment to the Service after the commencement of these rules shall be made by the following methods in the proportion as indicated in Column 3 of the Schedule:-

(a) by direct recruitment according to the procedure prescribed in Part IV of these rules; and

(b) by promotion according to the procedure prescribed in Part V of these rules:

Provided that-

(i) if the Appointing Authority is satisfied in consultation with the Commission, where necessary, that suitable persons are not available for appointment by either method of recruitment in a particular year, appointment by the other method in relaxation of the prescribed proportion, may be made in the same manner as specified in these rules;

(ii) nothing in these rules shall preclude the Appointing Authority from Appointing Officers who were immediately before 1-1-1956 in the employment of pre-reorganization States of Ajmer, Bombay and Madhya Bharat to suitable posts in the Schedule in accordance with the <sup>††</sup>(direction) governing the integration of their services; and

(iii) the persons <sup>‡‡</sup>(Deleted) who were appointed to the posts included in the Schedule in an *ad hoc*/officiating/temporary basis continuously in the relevant group, for a period not less than one year on 1-1-1973 and were working as such on the date these rules come into force shall be screened by a Committee referred to in rule 24, for adjudging their suitability on the posts held provided that they possess the qualifications prescribed in the rules either for direct recruitment or promotion or the prescribed qualifications on the basis of which the persons were selected for *ad hoc*/officiating/temporary appointment:

Provided that a person appointed on *ad hoc* basis shall not be entitled to screening for a post higher than to which he was initially appointed, if a person senior to him on lower post who fulfilled qualifications prescribed for the post was either not given such *ad hoc* appointment or is not entitled to screening under this rule. Seniority for this purpose shall be determined according to length of continuous service to a post:

Provided further that the Committee appointed under these rules for adjudging suitability by screening either as an exception of general methods of recruitment or as initial Constitution of Service, may *ex-gratia* recommend, if any of the employees with more than three years of service on a post for which he is to be screened is not adjudged suitable and if thereafter has no right to be appointed on a lower post, for such lower post being offered to him by absorption and thereupon such an employee under the provisions of the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969 and such employee may be absorbed on the lower post on recommendations of the Committee subject to such conditions as may be laid down by it.

<sup>§§</sup> 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.

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

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<sup>††</sup> Notification No. F.7(4)DOP/A-II/75, dt. 27.5.1975

<sup>‡‡</sup> Notification No.F.1(19)Apptts./A-II/70, dt. 7.8.1979(w.e.f. 22.7.1974)

<sup>§§</sup> Notification No. F.7(2)DOP/A-II/81, dt. 13.11.96

\*\*\* 6(A) *Compassionate Appointment of Dependants 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-

(i) Posts upto Grade Pay No.10 in Running Pay Band (PB-1) to be filled in by direct recruitment by appointing on compassionate ground one of the dependants 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 defence operations including counter insurgency operations and operations against terrorists;

(ii) Posts upto Grade Pay No.12 in Running Pay Band (PB-2) to be filled in by direct recruitment by appointing on compassionate ground, one of the dependants 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 posts falls within the purview of the Commission:

† (iii) Posts upto Grade Pay No.10 in Running Pay Band (PB-1) to be filled in by direct recruitment by appointing on compassionate ground, one of the dependant of a member of Armed Forces belonging to the State, who dies or was permanently incapacitated in was or any defence operations including counter insurgency operations and operations against terrorists during the period from 01.01.1971 to 31.03.1999.

Provided that:-

† (i) that the upper age limit shall be relaxed upto 45 years in case a dependant 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 within one year of 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 a dependant 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 dependant if any of the other dependants 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 dependant 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

\*\*\* Notification No. F.5(3)DOP/A-II/94, dt. 1.10.2002 (w.e.f. 1.4.99)

††† Notification No. F.5(3)DOP/A-II/94, dt. 10.6.08

recruitment rules subject to the condition that the dependant fulfils 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 dependant shall be forwarded to the District Collector concerned for suitable appointment according to the qualifications possessed by the dependant. 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 the Government in the Department of Personnel for providing appointment.

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

(i) Name and designation of the deceased/permanently incapacitated Armed Force/Para Military Force Personnel;

(ii) Unit in which he/she was working prior to death/becoming permanently incapacitated;

(iii) Date and place of death with death certificate issued by the Authority competent to declare 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 dependant 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).

#### 7. *Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes:-*

(i) Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with <sup>†††</sup>{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.

(ii) The vacancies so reserved for promotion shall be filled in by <sup>§§§</sup>(Seniority-cum-merit and merit).

(iii) In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared for Direct Recruitment by the Commission, for posts falling in its purview, and by the

<sup>†††</sup> Notification No. F.7(8)DOP/A-II/2008, dt.28.8.2009

<sup>§§§</sup> Notification No. F.7(4)DOP/A-II/73, dt. 29.1.1981

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.

- (iv)\*\*\*\* 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 the Schedule 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 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 ††††(Deleted) merit alone, under these Rules.

††††7-A *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 candidates 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.

§§§§7-B *Reservation of vacancies for woman candidates:-* Reservation of vacancies for women 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 women candidates shall be adjusted proportionately in the respective category to which the women candidates belong.

\*\*\*\*\*7-C *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 the 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.

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\*\*\*\* Notification No. F.7(4)DOP/A-II/2002, dt.10.10.2002

†††† Notification No. F.7(6)DOP/A-II/75-III, dt.30.10.1975

†††† Notification No. F.7(8)DOP/A-II/2008, dt.28.8.2009

§§§§ Notification No.F. 7 (2) DOP /A-II/ 88/Pt.I dated 21.9.2007

\*\*\*\*\* Notification No. F.5(31)DOP/A-II/84, dt.23.9.97

**Explanation:-** Outstanding sportspersons shall mean and include 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 International Championship in Badminton, Tennis, Chess and Cricket recognized by their respective National Level Association, Federation or Board, with the following descriptions for each class of the civil services.

<u>Class of Service</u>	<u>Description</u>
Subordinate Service	Has represented India in Asian Games, Asian Championships, Common Wealth Games, World Championships, World University Games, World School Games, SAARC Games or Olympic Games where he (in an individual team) or his team (in a team event) has obtained 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> position.

††††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 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) †††† a person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam 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).

†††††8A. *Conditions of Eligibility of persons migrated from other Countries to India*:-Notwithstanding anything contained in these rules provisions regarding eligibility for recruitment to the Service with regard to Nationality, age-limit and fee or other concessions to a person who may migrate from other Countries to India with the intention of permanently settling in India shall be regulated by such 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.

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

††††† Notification No.F.7(4)DOP/A-II/76, dt. 7.9.1976

††††† Notification No. F.7(5)DOP/A-II/76, dt. 23.10.1978

††††† Notification No. F.7(2)DOP/A-II/2002,dt. 17.2.2003

\*\*\*\*\* Notification No. F.7(2)DOP/A-II/2002,dt. 17.2.2003

††††† Notification No. F.7(5)DOP/A-II/76, dt.20.6.1977

††††† Notification No. F.7(2)DOP/A-II/81,dt. 21.12.1981(w.e.f. 1.4.1981)



(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.

10. *Age.*-A candidate for direct recruitment to a post enumerated in the Schedule must have attained the age of 18 years and must not have attained the age of §§§§§§35 years on the first day of January next following the last date fixed for receipt of application:

Provided:-

- (i) §§§§§§ that the upper age-limit mentioned above shall be 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 woman candidates belonging to General Category ††††††(and Economically Backward Classes), and
  - (c) by 10 years in the case of women candidates belonging to Scheduled Castes, Scheduled Castes and the ‡(Backward Classes and Special Backward Classes).
- (ii) that the upper age-limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before conviction and was eligible for appointment under the rules;
- (iii) that the upper age-limit mentioned above shall be relaxed by a period equal to the term of imprisonment served in the case of an ex-prisoner who was not overage before his conviction and was eligible for appointment under the rules;
- (iv) that the persons appointed temporarily ††††††(to a post in the service) shall be deemed to be within the age-limit, had they been within the age-limit, when they were initially appointed even though they have crossed the age-limit, when they appear finally before the Commission or the Appointing Authority and shall be allowed up to two chances had they been eligible as such at the time of their initial appointment;
- (v) 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;
- (vi) that for recruitment to posts not within the purview of the Commission, the upper age-limit for persons who were retrenched from the State Government Service for want of vacancy or due to abolition of posts mentioned at S. No. 1, 2, 3, and 8 in the Schedule shall be 40 years and for posts mentioned at S. No. 4, 5, 6 and 7 in the Schedule shall be 35 years, if they were within the maximum age-limit prescribed under these rules, when they were initially appointed to the post from which they were first retrenched provided that normal prescribed channels of recruitment are duly observed and all requirements relating to qualifications, character, medical fitness etc. are fulfilled and they were not retrenched on account of complaint or delinquency and they produce a certificate of having rendered good services from the last Appointing Authority;
- (vii) §§§§§§ that the upper age-limit mentioned above shall be relaxed up to 45 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 a further relaxation up to 5 years in the case of persons belonging to the Scheduled Castes or the Scheduled Tribes.
- (viii) §§§§§§ that there shall be no age-limit in the case of persons repatriated from East African Countries of Kenya, Tanganyika, Uganda and Zanzibar;

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§§§§§§ Notification No. F.7(2)DOP/A-II/84, dt. 25.6.2004 (w.e.f. 24.5.2004)

§§§§§§ Notification No. F.7(2)DOP/A-II/84, dt. 30.4.2001

†††††† Notification No. F.7(8)DOP/A-II/2008, dt.28.8.2009

†††††† Notification No. F.1(39)DOP/A-II/73, dt. 25.12.1974

§§§§§§ Notification No. F.1(20)DOP/A-II/67, dt. 20.9.1975 (effective upto 28.2.77)

§§§§§§ Notification No. F.1(20)Appts./A-II/67, dt. 3.12.1974

- (ix) \* notwithstanding anything contained contrary in these Rules in the case of persons serving in connection with the affairs of the State in substantive capacity, the upper age-limit shall be 40 years for direct recruitment to posts filled in by competitive examinations or in case of posts filled in through the Commission by interview. This relaxation shall not apply to urgent temporary appointment;
- (x) † that the Released Emergency Commissioned Officers and Short Service Commissioned Officers after released from the Army shall be deemed to be within the age-limit even though they have crossed 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;
- (xi) ‡ that there shall be no age-limit in case of persons repatriated from Pakistan during the 1971 Indo-Pak war.
- (xii) § that the upper age-limit for persons serving in connection with the affairs of the Panchayat Samitis and Zila Parishads in the State Public Sector Undertakings/ Corporations in substantive capacity shall be 40 years.
- (xiii) \*\* that there shall be no age limit in the case of widows and divorcee women.
- Explanation:- that in the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorce she will have to furnish the proof of divorce.
- (xiv) †† that where the upper age limit to post/posts is prescribed as 33 years or less in the Rules or Schedule, as the case may be, it shall be relaxed by 2 years in the case of candidates belonging to the ††( Backward Classes and Special Backward Classes).
- (xv) §§ 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.

11. *Academic and Technical qualifications and experience.*- A candidate for direct recruitment to the post enumerated in the Schedule shall in addition to such experience as is required, possess:-

- (i) the qualifications given in Column 4 of the Schedule, and
- (ii) \*\*\* working knowledge of Hindi written in Devnagri Script and knowledge of Rajasthani culture.

††† 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.

\* Notification No. F.7(8)DOP/A-II/74, dt. 31.12.1974 (w.e.f. 28.10.1974) and corrigendum dt. 25.7.1975

† Notification No. F.7(2) DOP/A-II/75, dt. 20.9.1975

‡ Notification No. F.15(25) DOP/A-II/79, dt. 19.2.1980

§ Notification No. F.7(1) DOP/A-II/78, dt. 30.11.98

\*\* Notification No. F. 7 (2) DOP/A-II/84 dated 18.12.87

†† Notification No. F. 7(2) DOP/A-II/84 dated 13.11.96

‡‡ Notification No. F.7(8)DOP/A-II/2008, dt.28.8.2009

§§ Notification No. F. 7(6)DOP/A-II/08 dated 23.9.08

\*\*\* Notification No. F.6(1)DOP/A-II/77/Pt.I, dt. 30.1.1984

††† Notification No. F.8(7)DOP/A-II/97, dt. 17.9.99

12. *Character.*- The character of a candidate for direct recruitment to the Service, must be such as will qualify him for employment in the Service. He must produce a certificate of good character from the Principal/Academic Officer of the University or College in which he was last educated and two such certificates written not more than six months prior to the date of application, from two responsible persons not connected with his college or University and not related to him.

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

(2) Ex-Prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed, should not be discriminated against on grounds of their previous conviction for purposes of employment in the Service. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent, After-Care Home or if there are no such Homes in a particular district, from the Superintendent of Police of that district.

(3) Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent, After-Care Home, endorsed by the Inspector General of Prisons, to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prison and by their subsequent good conduct in an After-Care Home.

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 performance of his duties as a member of service and if selected must produce a certificate to that effect from a Medical Authority notified by the Government for the purpose. The Appointing Authority may dispense with production of such certificate in the case of a candidate promoted in the regular line of promotion, or who is already serving in connection with the affairs of the State if he has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him are to be comparable for efficient performance of duties of the new post and his age has not reduced his efficiency for the purpose.

14. *Employment by Irregular or Improper means.*- A candidate who is or has been declared by the Commission or the Appointing Authority, as the case may be, guilty of impersonation or of submitting fabricated documents or 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 or the Appointing Authority, as the case may be, from admission to any examination or appearance at any interview held by the Commission or the Appointing Authority for selection of candidates, and

(b) by the Government from employment under the Government.

15. *Canvassing.*- No recommendation for recruitment either written or oral other than that required under the rules, shall be taken into consideration. Any attempt on the part of

a Candidate to enlist support directly or indirectly for his candidature by any means may disqualify him for recruitment.

PART - IV  
PROCEDURE FOR DIRECT RECRUITMENT

16. *Inviting of Applications.*- Applications for direct recruitment to posts in the Service shall be invited by the Commission or the Appointing Authority, as the case may be, by advertising the vacancies to be filled in the Official Gazette or in such other manner, as may be deemed fit.

\* The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate 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:

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 selection, also select suitable persons to meet such additional requirement.

†16(A) *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.

17. *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.

18. *Application Fee.*- A candidate for direct recruitment to a post in the Service must pay the fees fixed by the Commission or the Appointing Authority, as the case may be, in such manner as may be indicated by them/it:

‡ 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, 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.

19. *Scrutiny of Applications.*- The Commission or the Appointing Authority, as the case may be, shall scrutinize the applications received by them/it and require as many candidates qualified for appointment under these rules as seem to them/it desirable to appear before them/it for interview:

Provided that the decision of the Commission or the Appointing Authority, as the case may be, regarding the eligibility or otherwise of a candidate, shall be final.

20. *Recommendations of the Commission or Appointing Authority.*- The Commission or the Appointing Authority, as the case may be, shall prepare a list of the candidates whom they/it consider suitable for appointment to the posts concerned, arranged in the order of merit. The Commission shall forward the list to the Appointing Authority:

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\* Notification No. F.7(2)DOP/A-II/2005, dt. 20.1.2006

† Notification No. F.7(6)DOP/A-II/2008, dt.23.9.2008

‡ Notification No.F.1(20)Appts./A-II/67, dt. 20.9.1975 (effective upto 28.2.1977)

Provided that the Commission or the Appointing Authority, as the case may be, may to the extent of 50% of the advertised vacancies, keep names of suitable candidates on the reserve list. The Commission may, on requisition, recommend the names of such candidates in the order 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.

21. *Disqualification for Appointment.*- (1) No male candidate who has more than one wife living shall be eligible for appointment to the service unless the Government after being satisfied that there are special grounds for doing so, exempt any candidate from the operation of this rule.

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

\* (3) Deleted.

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

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

‡ (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 1<sup>st</sup> 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.

22. *Selection by the Appointing Authority.*-Subject to the provisions of rule 7, the Appointing Authority shall select candidates who stand highest in the order of merit in the list prepared under rule 20:

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

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\* Notification No. F.7(3)DOP/A-II/76, dt. 15.2.1977

† Notification No. F.15(9)DOP/A-II/74, dt. 15.1.1977

‡ Notification No. F.7(1) DOP/A-II/95, dt. 8.4.2003

PART-V  
PROCEDURE FOR RECRUITMENT BY PROMOTION

23. *Criteria for appointment by promotion.*-(1) \*(Selection for) higher posts other than the posts of (i) Junior Draftsman and (ii) Tracer shall be made \*(deleted) strictly on the basis of merit and on the basis of Seniority-cum-merit in proportion of 1:2. Appointment to the posts of (i) Junior Draftsman and (ii) Tracer by promotion shall be made solely on the basis of seniority-cum merit:

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, appointment by promotion on the basis of seniority-cum-merit may be made in the same manner as specified in these rules.

(2) The persons enumerated in column 5 of the 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.

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

(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 next lower post is eligible for promotion, officers who have been appointed on such post on officiating basis after selection in accordance with one of the methods of recruitment or under any Service Rules promulgated under proviso to Article 309 of the Constitution of India may be considered for promotion on officiating basis only in the order of seniority in which they would have been, had they been substantive on the said lower post.

24. *Procedure for appointment by promotion.*-(1) As soon as the Appointing Authority determines the number of vacancies under rule 9 and decides that certain number of posts are required to be filled by promotion, it shall prepare a correct and complete list containing names upto ‡(five) times the number of vacancies out of the senior most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

(2) For purpose of first promotion within the service against the merit quota only such of the persons shall be eligible for promotion who have put in at least six years' service on the first day of the month of April of the year of selection after regular selection on the post from which promotion is to be made.

‡ Provided that the persons, who were promoted after regular selection by the Departmental Promotion Committee on a category of post on the basis of merit, shall be eligible for subsequent promotions to the next higher category of post on the basis of merit only when they have put in at least six years' service on the post to which they were last so promoted on the basis of merit;

(3) For posts falling within the purview of the Commission, a Committee consisting of the Chairman of the Commission or a Member thereof nominated by him, as Chairman, Deputy Secretary to the Government in the Department of Personnel and the Deputy Secretary to the Government in the Town Planning Department and the Chief Town Planner as Member-Secretary and for the posts falling within the purview of the Appointing Authority a Committee consisting of the Chief Town Planner, as Chairman, the Deputy Secretary to the Government in the Department of Personnel and the Deputy Secretary to the Government in the Town Planning Department as Members, and the Senior Town Planner as the Member-Secretary nominated by the Chief Town Planner, shall consider the cases of all persons included in the list referred to in sub-rule (1), interviewing such of them as it may deem necessary and

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\* Notification No. F.7(6)DOP/A-II/74, dt. 15.10.1974

† Notification No. F.7(1)DOP/A-II/75, dt. 20.9.1975

‡ Notification No. F.7(3)DOP/A-II/75, dt. 5.4.1975

shall prepare separate lists containing names of suitable candidates to be promoted on the basis of seniority-cum-merit and merit respectively up to one and a half times the number of posts to be filled in on the respective basis:

\* 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.

(4) The names of the candidates selected on the basis of merit and seniority-cum-merit shall be arranged in the respective lists in the order of their seniority.

(5) The two lists, prepared by the Committee shall be sent by it to the Appointing Authority.

(6) Where consultation with the Commission is necessary, the list prepared in accordance with sub-rule (3) shall be forwarded to the Commission by the Appointing Authority along with the Confidential Rolls and Personal Files of all officials whose names are indicated in the lists along with Confidential Rolls and Personal Files of all officials who are proposed to be superseded by the concerned Committee.

(7) The Commission shall consider the list prepared by the committee along with other documents received from the Appointing Authority and unless it considers it necessary to make any change in the lists received from the Appointing Authority shall send the lists duly approved to the Appointing Authority along with the changes, if any, proposed and the Appointing Authority, after taking into account the comments of the Commission, if any, may approve the lists finally with such modification as may in his opinion be just and proper and when the Appointing Authority is some authority below the Government, the list approved by the Commission should be disturbed only with the approval of the Government.

†(7-A) The names of the persons included in the two lists finally approved by the Appointing Authority shall be rearranged in a list in order of seniority.

‡(8) Appointment shall be made by the Appointing Authority taking persons out of the list finally approved under the preceding sub-rule (7) in the order in which they have been placed in the list till such list is exhausted.

(9) In determining the number of vacancies to be filled in on either basis, the following cyclic order shall be followed:-

The first one 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.

#### §24-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 posts are required to be filled in by promotion, it shall subject to the provision of sub-rule (6), prepare a correct and complete list of the senior most persons who are eligible and qualified under these rules for promotion on the basis of seniority cum merit or on the basis of merit to the class of posts concerned.

(2) The persons enumerated in 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 there of to the extent indicated in column 3 subject to their possessing minimum qualifications and experience on

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\* Notification No.F.7(5)DOP/A-II/78, dt. 21.12.1978 (w.e.f. 7.3.1978)

† Notification No.F.7(6)Karmik/ka-II/74, dt. 15.10.1974

‡ Notification No.F.7(6)Karmik/ka-II/74, dt. 15.10.1974 (w.e.f. 22.7.1974)

§ Notification No.F.7(5)DOP/A-II/2002, dt. 23.7.2003



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.

- (3) No person shall be considered for first promotion in the service unless he is regularly selected on the post from which promotion is to be made in accordance with one of the methods of recruitment prescribed under the provisions of these rules.

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

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

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 1<sup>st</sup> 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.
- (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 at least third promotion shall be made on the basis of merit alone.

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

- (6) The zone of consideration of persons eligible for promotion shall be as under:-

<u>(i) 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 time the number of vacancies

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

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

- (iv) For any post in the Service:-

- (a) if promotion is from more than one categories of posts in the same pay scale, eligible persons up to 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 of 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 rules, 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/ Annual Performance Appraisal Reports and other Service Records of all the candidates included in the lists as also of those not selected, if any.

Explanation:- For the purpose of selection for promotion on the basis of merit, no person shall be selected if he does not have "Outstanding" or "Very Good" record of at least four out of seven years preceding the year for which the meeting of the Committee is held.

- (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, 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 Departmental 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 considers it necessary to make any change in the lists received from the Appointing Authority, it shall inform the Appointing Authority of the changes proposed by it. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications, as may in its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved by the Commission shall be disturbed only with the approval of the Government.
- (15) Appointments shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (14) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised or remained in force, as the case may be.
- (16) The Government may 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.

\*24-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, foregoes 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 foregoes promotion shall not be included in the seniority-cum-eligibility list to be placed before the Departmental Promotion Committee for subsequent two recruitment years.

## PART – VI

### APPOINTMENT, PROBATION AND CONFIRMATION

25. *Appointment to the Service:-* Appointment to posts in the Service by direct recruitment ‡(as probationer trainee on fixed remuneration) or by Promotion, as the case may be, shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under rule 20 in the order of merit and from the persons selected under sub-rule (3) of rule 24 in accordance with these rules.

†25-A. *Appointment of Screened Persons:-* Appointment to posts in the Service shall be made by the Appointing Authority from amongst the persons adjudged suitable under rule 6 of these rules.

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\* Notification No.F.7(1)DOP/A-II/98, dt.5.8.1998

† Notification No. F.7(1)DOP/A-II/70, dt. 23.9.1975

26. *Urgent Temporary Appointment*:- (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 Appointing Authority and the Authority competent to make appointments, as the case may be, by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Service, where such direct recruitment has been provided under the provisions of these rules:

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

Provided further that in respect of a post in the Service for which both the above methods of recruitment have been prescribed, the Appointing Authority shall not, save with the specific permission of the Government in the Town Planning Department, 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 of eligibility for promotion required under sub-rule (1) above, lay down general instructions for grant of permission to fill the vacancies on urgent temporary basis subject to such conditions and restrictions regarding pay and other allowances as it may direct. Such appointments shall, however, be subject to concurrence of the Commission as required under the said sub-rule (1) above.

27. *† 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 two years.

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

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

(3) ‡ The period spent as probationer trainee shall not be counted for experience and eligibility for promotion.

28. *§ 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 years' service in case he is appointed by direct recruitment or within a period of one years' service in case he is appointed by promotion, shall be entitled to be treated as confirmed in accordance with his seniority, if:-

(i) he has worked on the post or higher post under the same Appointing Authority or would have so worked but for his deputation or training;

(ii) he fulfils conditions as are prescribed under rule relating to confirmation subject to the quota proscribed under these rules; and

(iii) permanent vacancy is available in the Department.

(2) If an employee referred to in sub-rule (1) above fails to fulfill the conditions mentioned in the said sub-rule, the period mentioned in sub-rule (1) above, may be extended as prescribed for probation or under the Rajasthan Civil Services (Departmental Examination) Rules, 1959 and any other rules or by one year,

\* Notification No. F.7(7)Karmik/Ka-II/75, dt. 31.10.1975

† Notification No. F.7(2) DOP/A-II/2005, dt. 20.1.2006

‡ Notification No. F.7(2) DOP/A-II/2005, dt. 13.6.2008 (w.e.f. 20.1.2006)

§ Notification No. F. 2(4) DOP/A-II/79 dated 22-11-84

whichever is longer. If the employee still fails to fulfill the conditions mentioned in sub-rule (1) above, he will be liable to be discharged or terminated from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled.

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

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

Explanation:-

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

(a) appointment by either method of recruitment 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 exist, if the posts are within the purview of the Commission, recruitment in consultation with them;

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

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

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

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

\*29. *Unsatisfactory progress during probation:-* If it appears to the Appointing Authority, at any time, during or at the end of the period of probation that services of a probationer-trainee are not found to be satisfactory, the Appointing Authority may revert him/her to the post on which he/she is regularly selected immediately preceding his/her appointment as probationer-trainee or in other cases may discharge or 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 of cases, extend the period of probation of any probationer-trainee by specified period not exceeding one year.

30. *Confirmation:-* A probationer shall be confirmed in his appointment at the end of his period of probation, if:

(a) he has passed the departmental examination and has successfully undergone such training, as the Government may, from time to time specify;

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

(c) the Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

†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 *ad hoc* or urgent temporary basis shall not be deemed to be appointment after regular selection.

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\* Notification No. F.7(2)DOP/A-II/2005, dated 13.6.2008(w.e.f. 20.01.2006)

† Notification No. F.7(1)DOP/A-II/96, dt.10.10.2002

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-reorganization State of Rajasthan or the Service of the new State of Rajasthan established by the States Re-organization Act, 1956 shall be determined, modified or altered by the Appointing Authority, on an *ad hoc* basis;
- (2) that the seniority *inter se* of the persons adjudged suitable under proviso (iii) to rule 6 shall be determined by the Appointing Authority on the recommendation of the Committee referred to in rule 24;
- (3) that if two or more persons are appointed to a post in the same Group in the same year, a person appointed by promotion shall be senior to a person appointed by direct recruitment;
- (4) that the seniority *inter se* of persons appointed to a post in a particular Group by direct recruitment on the basis of one and the same selection except those who do not join Service when a post is offered to them within a period of two months from the date of order of appointment unless extended by the Appointing Authority shall follow the order in which their names have been placed in the list prepared under rule 20;
- (5) that the seniority *inter se* of persons appointed to a post in a particular Group by promotion shall follow the order in which their names have been placed in the list prepared under rule 24;
- (6) \* 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;
- (7) that the persons appointed on the basis of seniority-cum-merit shall rank senior to those appointed on the basis of merit in a particular year;
- (8) \* Deleted.
- (9) † Deleted.
- (10) ‡ Deleted.

## PART – VII

### PAY

32. *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 the rules referred to in rule 35 or as may be sanctioned by the Government, from time to time.

§32A. *Pay during Probation*:- A probationer trainee appointed to the Service by direct recruitment shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Government from time to time.

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

33. †† Deleted.

34. *Criteria for Crossing 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.

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\* Notification No. F.7(10)DOP/A-II/77, dt. 17.6.1978

† Notification No. F.7(1)DOP/A-II/2002, dt. 28.12.2002

‡ Notification No. F.7(3)DOP/A-II/2008, dt. 25.4.2008 (w.e.f. 28.12.2002)

§ Notification No. F.7(2)DOP/A-II/2005, dated 20.1.2006

\*\* Notification No. F.7(2)DOP/A-II/2005 dated 13.6.2008 (w.e.f. 20.01.2006)

†† Notification No. F.7(2)DOP/A-II/2005, dated 20.1.2006

35. *Regulations of Leave, Allowances, Pension etc.*- Except as provided in these rules, the pay, allowances, pension, leave and other conditions of service of the members of the Service shall be regulated by:-
1. The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950, as amended from time to time;
  2. The Rajasthan Service Rules, 1951 as amended from time to time;
  3. The Rajasthan Civil Services (Rationalization of Pay Scales) Rules, 1956, as amended from time to time;
  4. The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended from time to time;
  5. The Rajasthan Civil Services (Revised Pay Scales) Rules, 1961, as amended from time to time;
  6. The Rajasthan Civil Services (New Pay Scales) Rules, 1969, as amended from time to time;
  7. The Rajasthan Civil Services (Conduct) Rules, 1971 as amended from time to time;
  8. The Rajasthan Traveling Allowances Rules, 1971, as amended from time to time;
  9. The Rajasthan Civil Services (Pension) Rules, 1996, as amended from time to time;
  10. The Rajasthan Civil Services (Revised Pay Scales) Rules, 1998 as amended from time to time;
  11. The Rajasthan Civil Services (Revised Pay) Rules, 2008 as amended from time to time;
  12. 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.
36. *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.
37. *Repeal and Saving*:- All Rules and orders in relation to matter covered by these rules and in force immediately before the commencement of these rules are hereby repealed:
- Provided that any action taken under the rules and orders so superseded shall be deemed to have been taken under the provisions of these rules.
38. *\*Power to relax rules*:- In exceptional cases where the Administrative Department of the Government is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these rules with respect to age or experience of any persons, it may, with the concurrence of the Department of Personnel and Administrative Reforms and in consultation with the Commission by orders dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favourable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the †[Administrative Department concerned].
- ‡ Provided that relaxation in the prescribed period of service or experience under this rule shall only be granted to the extent of 1/3 period of service or experience prescribed for promotion to any post before holding the meeting of the DPC.

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\* Notification No. F.11(2)DOP/A-II/75, dt. 27.12.1978

† Notification No. F.11(2)DOP/A-II/75, dt. 18.8.1982

‡ Notification No. F. 7(3) DOP/A-II/95 dated 18.2.98

**SCHEDULE**

<b>S. No.</b>	<b>Name of the posts</b>	<b>Method of recruitment with percentage Direct/Promotion</b>		<b>Qualification and experience for direct recruitment</b>	<b>Post from which promotion is to be made</b>	<b>Qualification and experience for promotion</b>	<b>Remarks</b>
1.	2.	3.		4.	5.	6.	7.
<b>GROUP-I</b>							
1	Town Planning Assistant	50%	50%	(i) Intermediate in Architecture or Diploma in Architectural Assistantship (three years' Course) from a recognized Institution with two years' experience as Draftsman in Town Planning/Architect's office. OR (ii) Polytechnic Diploma in Civil Draftsmanship with three years' experience as Draftsman in Town Planning/Architect's office. OR (iii) Draftsman Certificate (Civil) from National Council of Vocational Trade with 5 years' experience as Draftsman in Town Planning/Architect's office.	Senior Draftsman	Five years' experience as Senior Draftsman.	
2.	Senior Draftsman	25%	75%	(i) Intermediate in Architecture or Diploma in Architectural Assistantship (Three Years' Course from a recognized institution. OR (ii) Polytechnic Diploma in Civil Draftsmanship with one year's experience as Draftsman in Town Planning/Architect's office. OR (iii) Draftsman Certificate (Civil) from National Council of Vocational Trade with three years' experience as Draftsman in Town Planning/Architect's office.	Junior Draftsman	Four years' experience as Junior Draftsman.	



S. No.	Name of the posts	Method of recruitment with percentage Direct/Promotion	Qualification and experience for direct recruitment	Post from which promotion is to be made	Qualification and experience for promotion	Remarks
1.	2.	3.	4.	5.	6.	7.
3.	Junior Draftsman	50% 50%	(i) Polytechnic Diploma in Civil Draftsmanship. OR (ii) Draftsman Certificate (Civil) from National Council of Vocational Trade with two years' experience as Tracer in Town Planning/Architect's office.	Tracer	Secondary Examination passed and having 3 years' experience as Tracer.	
4.	Tracer	75% 25%	Draftsman Certificate (Civil) from National Council of Vocational Trade.	Ferroman	Secondary examination passed with drawing having three years' experience as Ferroman	
5.	Ferroman	100% -	Passed 8 <sup>th</sup> standard with one year's experience of handling Ammonia printing machine.	--	--	
<b>GROUP-II</b>						
*6.	Research Assistant	75% 25%	(i) Mater's Degree in Statistics/Economics with Statistics/Mathematics with Statistics/Geography/Sociology from a University established by law in India. (ii) Two years' practical experience involving Collection and Compilation of Statistical Data relating to Housing in Urban and Rural Area.	Investigator Grade-I	5 years' experience as Investigator Grade-I	

\* Notification No. F.8(60)TP/68, dt. 10.7.1978

S. No.	Name of the posts	Method of recruitment with percentage Direct/Promotion	Qualification and experience for direct recruitment	Post from which promotion is to be made	Qualification and experience for promotion	Remarks
1.	2.	3.	4.	5.	6.	7.
7.	Investigator Grade-I	50% 50%	(i) Master's Degree in Statistics. OR (ii) Master's Degree in Economics with Statistics. OR (iii) Master's Degree in Sociology/ Geography.	Investigator Grade-II	Three years' experience as Investigator Grade-II	
8.	Investigator Grade-II	100% -	Degree in Arts with Economics or Statistics or Mathematics or Sociology or Geography or Degree in Commerce with Economics.	--	--	
<b>GROUP - III</b>						
9.	*Junior Engineer	†100% by RPSC -	Polytechnic Diploma in Civil Engineering from a recognized Institution or equivalent.	--	--	

By Order & in the Name of the Governor  
V.B.L. MATHUR  
Special Secretary to the Government  
[No. F.1(19)Apts./A-II/70]

\* Notification No. F.8(36)/Tp/69, dt. 2.9.1975

† Notification No. F.2(2)DOP/A-II/80, dt. 12.1.2006