THE RAJASTHAN PUBLIC RELATIONS
SUBORDINATE SERVICE RULES, 1975
[First published in the Rajasthan Rajpatra, Extraordinary,
Part IV (C) dated 27-9-1975.]

DEPARTMENT OF PERSONNEL

(A-Group-II)

Notification

Jaipur, September 20, 1975.

No.F. 2(18) DOP/A-II/74.-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 recruitment to
post in, and the conditions of service of persons appointed to, the
Rajasthan Public Relations Subordinate Service, namely:-

THE RAJASTHAN PUBLIC RELATIONS SUBORDINATE
SERVICE RULES, 1975.

PART-I
GENERAL

1. Short title and commencement.- (1) These Rules may be called
the Rajasthan Public Relations Subordinate Service Rules, 1975.
(2) They shall come into force from the date of publication in the
Rajasthan Rajpatra.

2. Definitions.-In these Rules unless the context otherwise re-
quires:-
(a) "Appointing Authority" means the Director of Public Rela-
tions, 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 Director, Public Rela-
tions to exercise the powers and functions of the Appointing
Authority;
(b) "Commission" means the Rajasthan Public Service Com-
mission;
(c) "Committee" means the Departmental Promotion Committee
referred to in rule 24;
(d) "Director" means the Director, Public Relations, Rajasthan;
(e) "Direct Recruitment" means recruitment made according to
(g) "Member of the Service" means a person appointed in a substantive capacity to a post in the Service under the provisions of these Rules or the Rules or orders superseded by rule 36, and includes a probationer;

(h) "Schedule" means the Schedule appended to these Rules;

(i) "Service" means the Rajasthan Public Relations 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.

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 an urgent temporary appointment and

+ (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.

Clause (k) Substituted for-

(k) "Service" or "Experience" wherever prescribed in these Rules as a condition for promotion within the Service from one category to another or to senior posts in the case of persons holding such posts in substantive capacity shall include a period for which the person has continuously worked on such posts after regular recruitment 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 qualifications, unfitness or non-selection by merit or the default of the senior official concerned. @ or when such ad hoc or urgent temporary appointment was in accordance with seniority-cum-merit.

Note: Absence during service e.g., training and deputation etc., which are treated as "duty" under the Rajasthan Service Rules, 1951 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 29-8-82.

@ Inserted vide Notification No.F. 6(2) DOP/A-II/71, dated 13-7-79.

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

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4. Composition and strength of the Service.- (1) The Service shall consist of seven 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-

(i) 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;

(ii) 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.

+ (iii) (a) the Government may also create temporarily the posts specified in Schedule II, appended to these Rules, for such period as it may deem fit.

(b) The provisions contained in these Rules except those regarding substantive appointment shall, as far as may be, applicable to such temporary posts in matters of recruitment, seniority and appointment by promotion etc., subject to such modifications as specified in Schedule II.

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

+ added vide Notification No.F. 2(8) DOP/A-II/80, dated 24-20-81.
(c) Posts included in Schedule II shall be treated as isolated and ex-cadre posts and appointment thereto shall not confer any right to appointment, confirmation and seniority on the posts included in the permanent cadre of Schedule I.

(d) A holder of a temporary post included in Schedule II shall also be eligible for promotion to a higher temporary category of posts as and when created and included in Schedule II, if he fulfills other conditions laid down in that Schedule.

(e) A member of Service shall have precedence over the holder of a temporary post included in Schedule II, when they are otherwise equally placed.

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

(a) all persons holding substantively the posts 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 provisions of these Rules.

PART-III

Recruitment

6. Methods of Recruitment.- (1) Subject to the provisions hereinafter contained in these Rules, recruitment or appointment to posts in the Service shall be made by the following methods in the proportion as indicated in column 3 of the Schedule:

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

(b) by promotion in accordance with Part V of these Rules;

Provided that-

(i) if the Appointing Authority is satisfied that suitable persons are not available for appointment by promotion in the proportion so indicated 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 1-11-1956, in the employment of pre-reorganisation States of Ajmer, Bombay and Madhya Bharat, to suitable posts in the Schedule in accordance with the directions governing the integration of their services; and

(iii) the persons not covered by Rule 5 who were appointed to posts included in the Schedule in an ad hoc/officiating/temporary basis continuously in the relevant group, for a period not less than 1 year on 1-1-973 and were working as such on the date these Rules came into force, shall be screened by a Committee referred to in Rule 24, for adjudging their suitability on the post held provided they possess the qualification prescribed in the Rules either for direct recruitment or for promotion or the prescribed qualification 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 if not determined earlier 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 explicitly 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 thereafter such an employee shall be treated as surplus 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 the recommendations of the Committee subject to such conditions as may be laid down by it.

Note:-The screening provision has been intended to be first step for recruitment and after exhausting the vacancies required for screened persons irrespective of direct recruitment and promotion quota, the direct recruitment/promotion quota shall be applied.

(2) Notwithstanding anything contained in these Rules, recruitment, 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:

+(3) Notwithstanding anything contained in the rules, the appointing authority may appoint a physically handicapped person on post earmarked in accordance with the provisions of the Rajasthan Employment of Physically Handicapped Rules, 1976. Such appointment shall be treated as regular appointment.

Sub-rule (3) added vide Notification No.F. 3(6) DOP/A-II/80, dated 7-12-1989.
All Handicapped persons appointed upto the period on the post earmarked and not within the purview of Commission shall be made regular by Appointing Authority on their work being found satisfactory.

7. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes.-Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with the orders of the Government for such reservation in force at the time of recruitment 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 Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared for its direct recruitment by the 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.

(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 the Scheduled Castes and the Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in, 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 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 the posts or class/category/group of posts in any cadre of Service to which promotions are made on the basis of "xx" merit alone, under these Rules.

§ 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."

%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, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (former Tanganyika and Zanzibar) $"Zambia, Malawi, Zaïre 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 of India.

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."

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Substituted the words @"Merit alone" vide Notification No.F. 7(4) DOP/A-II/73, dated 20-1-1983.

@ Substituted for the words "Merit-cum-seniority" vide Notification No.F. 7(6) DOP/A-II/75, dated 31-10-1975, effective from the date of publication in the Rajasthan Rajprat.

* Deleted the expression 'both Merit' and 'Seniority-cum-Merit' and not by seniority-cum vide Notification No.F. 7(6) DOP/A-II/75, dated 31-10-1975, effective from the date of publication in the Rajasthan Rajprat.


% Rule 8 substituted for:-

8. 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 (former 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 favour 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 and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government. Notification No.F. 7(4) DOP/A-II/76, dated 7-9-1976.

$ Inserted vide Notification No.F. 7(4) DOP/A-II/76, dated 4-6-1977.
@ 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 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 Rules or Schedule, the vacancies so determined shall be filled in by that method.

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(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.

(2) The Appointing Authority shall also determine the vacancies of earlier years, 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.

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 +"33 years" on the first day of January next following the last date fixed for receipt of applications:

Provided-

(i) that the upper age-limit mentioned above shall be relaxed by five years in the case of Women candidates and candidates belonging to the Scheduled Castes and the Scheduled Tribes;

(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 his conviction and was eligible for appointment under the Rules;

(iii) that in the case of other ex-prisoners, the upper age-limit mentioned above shall be relaxed by a period equal to the term of

(2) In calculating the actual number 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 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 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.

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(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.

(2) The Appointing Authority shall also determine the vacancies of earlier years, 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.

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 +"33 years" on the first day of January next following the last date fixed for receipt of applications:

Provided-

(i) that the upper age-limit mentioned above shall be relaxed by five years in the case of Women candidates and candidates belonging to the Scheduled Castes and the Scheduled Tribes;

(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 his conviction and was eligible for appointment under the Rules;

(iii) that in the case of other ex-prisoners, the upper age-limit mentioned above shall be relaxed by a period equal to the term of

(2) In calculating the actual number to be filled in by each method on the basis of the percentage prescribed in the Schedule, the Appointing Authority shall adopt an appropriate cyclic order to correspond with the proportion laid down in the Schedule by giving precedence to promotion quota over direct recruitment quota i.e. 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 promotion.
8. By direct recruitment.
9. By promotion and so on.


+ Substituted for "31 years" vide Notification No.F. 7(2) DOP/A-II/84, dated 20-3-90 w.e.f. 25-1-90.

+ Substituted for "28 years" vide Notification No.F. 7(2) DOP/A-II/84, dated 25-2-85 w.e.f. 28-9-1984.

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imprisonment served by him provided he was not overage before his conviction and was eligible for appointment under these Rules;

(iv) that 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 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 relaxed 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) for the post of Dark-Room Assistant, Projectionist and Operator, the upper age-limit mentioned above shall be relaxed by ten years in the case of employees of the Public Relations Department;

(vii) notwithstanding anything contrary contained 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; and

(viii) that there shall be no age-limit in the case of persons repatriated from East African Countries of Kenya, Tanganyika, Uganda and Zanzibar.

%ix) "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;"

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

$ (xi) "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 divorcee she will have to furnish the proof of divorcee."

11. Academic and Technical Qualifications and experience.- A candidate for direct recruitment to the posts enumerated in the Schedule, in addition to such experience as is required to 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.

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

Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent, After Care Homes, or if there are no such Homes in a particular district, from the Superintendent of Police of that district, endorsed by the Inspector General of Prisons to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life

% Added vide Notification No. F. 7(2) DOP/A-II/75, dated 20-9-1975.
$ Added vide Notification No. F. 7(2) DOP/A-II/84, dated 18-12-1987.

© Sub-rule 11 Substituted for:-

(ii) "working knowledge of Hindi written in Devnagri Script and any one of the Rajasthani dialects."
while in prison and by their subsequent good conduct in 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 and physical defect likely to interfere with the efficient performance of his duties as a member of Service and if selected, must produce a certificate to that effect from a Medical Authority notified by the Government for the purpose. The Appointing Authority may dispense with production of such certificate in the case of candidate 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 standard 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 Appointing Authority 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 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 Appointing Authority, from admission to any examination or appearance at any interview held by 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 Appointing Authority by advertising the vacancies to be filled in, in the Official Gazette or in such other manner, as may be deemed 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 selection, also select suitable persons to meet such additional requirement.

17. Form of application.-The application shall be made in the form approved by the Appointing Authority and obtainable from the office of the Appointing Authority, on payment of such fee as the Appointing Authority may, from time to time, fix.

18. Application fee.-A candidate for direct recruitment to a post in the Service must pay the fee fixed by the Appointing Authority, in such manner as may be indicated by him.

19. Scrutiny of Applications.-The Appointing Authority shall scrutinize the applications received by him and require as many candidates, qualified for appointment under these Rules, as seem to him desirable to appear before the Committee for interview and for test by such manner as the Committee may deem fit:

Provided that the decision of the Appointing Authority regarding the eligibility or otherwise of a candidate shall be final.

20. Recommendation of the Committee.-The Committee shall prepare a list of the candidates twice the posts advertised whom it considers suitable for appointment and arrange them in order of merit:

Provided that the Committee may to the extent of 50% of the advertised vacancies keep names of suitable candidates on the reserve list. The Committee, 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 Committee 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 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 shall be eligible for appointment to the Service unless Government after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this rule.
@ (3) "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)."
22. Selection by the Appointing Authority.-Subject to the provisions of Rule 7 §and 7A, 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.

PART-V

Procedure For Recruitment By Promotion.

23. Criteria for selection by promotion.- (1) Selection to higher posts other than (i) Mechanic-cum-operator of Group-III and (ii) Assistant Librarian of Group VI shall be made strictly on the basis of merit and on the basis of seniority-cum-merit in proportion of 1:2.
Selection to the post of (i) Mechanic-cum-operator of Group-III and (ii) Assistant Librarian of Group-VI 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

@ Sub-rule (3) 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 this sub-rule, a child shall include an adopted child or a step-child, and
(ii) For claiming exemption under the provision 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 15-3-1977.
% sub-rule (4) added vide Notification No.F. 15(9) DOP/A-II/74, dated 5-1-1977.

(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.

x 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 the appointment to that post by both methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion."

(3) No person shall be considered for promotion unless he is substantively appointed and confirmed on the next lower posts. If no person substantive in next lower post is eligible for promotion, persons 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 selection by promotion.- (1) As soon as the Appointing Authority determines the number of vacancies under Rule 9 and decides that a certain number of vacancies are required to be filled in 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 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 the 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 sixty years service on the first day of the month of April of the year of selection on the post from which promotion is to be made.

x Added vide Notification No.F.7(1) Karnik/Ka.11/75, dated 20-9-1975, effective from the date of publication in the Rajasthan Rajpatra.
Provided further that the persons, who were promoted after regular selection by the Departmental Promotion Committee, on a category of posts 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 the 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, the Deputy Secretary to the Government in the Department of Personnel, the Deputy Secretary to the Government, Public Relations Department and the Director and for the posts falling within the purview of the Appointing Authority, a Committee consisting of the Director as Chairman, the Deputy Secretary to Government, Public Relations Department and the Additional Director 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 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 Committee shall prepare a separate list containing names of persons who may be selected on the basis of seniority-cum-merit to be filled in officiating vacancies already existing or likely to occur till the next meeting of the Committee:

(a) the list so prepared shall be revised and reviewed every year;

(b) the list shall ordinarily be in force until it is reviewed or revised in accordance with clause (a) of sub-rule (4);

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

% Added vide Notification No.P. 7(5) DOP/A-II/78, dated 21-12-1978, effective from 7-3-78.

(6) The lists prepared by each of the Committee shall be sent by them to the Appointing Authority.

(7) Where consultation with the Commission is necessary the lists 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.

(8) The Commission shall consider the lists 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.

(9) The names of the persons included in the two lists finally approved by the Appointing Authority shall be re-arranged in a list in order of seniority.

(10) Appointment shall be made by the Appointing Authority taking persons out of the lists finally approved under the preceding sub-rule (9) in the order in which they have been placed in the list till such list is exhausted.

(11) For the purpose of determining the actual 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 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. (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.

Rule 24-A substituted for:

24A. - 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 posts not included in the 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 posts 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 basis 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 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 posts 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 at least five years' service unless a higher period of service 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 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.

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 and 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.
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.

5. * (3) No person shall be considered for first promotion in the Service unless he is substantively appointed and confirmed on 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.*

(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 lists. In case the Commission considers 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) Appointments 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. All 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 who may be under suspension, or against whom departmental proceedings are 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 effective from the date of publication in the Rajsthan Rajpatra.

5 Substituted for: "(3) No person shall be considered for promotion unless he is substantively appointed and confirmed. If no person substantive in the next lower post is eligible for promotion, persons who have been appointed on such posts or, officiating basis 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, may be considered for promotion on officiating basis only in the order of seniority in which they would have, had they been substantive in the said lower post."

Vide Notification No. F. 7 (8) DOP/A-II/78, dated 20-7-1979.

Provided that for first promotion in the Service if number of persons substantially 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 fulfill 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.

(5) Subject to the provisions of sub-rule (7), 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 Services 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 in which the 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 fulfill 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.

(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 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.

(7) Selection for promotion to the highest posts 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 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.

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

@ Sub-rule (8) deleted :- (8) The persons having been selected and appointed by promotion to a post of 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 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.


++ Sub-rule (9) substituted for :-

* (9) The zone of consideration of persons eligible for promotion shall be as 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;

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

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

(iii) Where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to five 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.

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E Clause (i) of sub-rule (9) subd. for :-

(f) Number of Vacancies Number of eligible persons to be considered.
(a) 1 to 5 vacancies 4 times 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 29-7-1981.
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.

(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 list 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.

+ Sub rule (11) subtd 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, %casting of 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 list 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.

% Sub rule (11-A) subtd for :-

L "(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 derivation of vacancies which were required to be filled by promotion, the Departmental Promotion 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 list 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.

% Sub rule (11-A) subtd for :-

L "(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 derivation 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 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.\textsuperscript{9}

\textsuperscript{9} (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, 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 D.P.C.

(12) Where consultation with the Commission is necessary, the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority alongwith 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 alongwith 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.

\textsuperscript{9} Added vide Notification No. F. 7(1) DOP/A-II/86, dated 14-6-1988.
years in the District or Zone or Range or Division, in which he has been posted on promotion to higher post;  
(iii) in case a person belonging to Scheduled Caste/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.*

PART VI
Appointments, Promotion and Confirmation.
25. Appointments to the Service.-Appointment to the posts in the Service by direct recruitment or by promotion, as the case may be, shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under Rule 22 in order of merit and by promotion of the persons selected under Rule 24 in accordance with these Rules and persons adjudged suitable under proviso (iii) to Rule 6 of these Rules.

26. Urgent temporary appointment.-***(1) A vacancy in the Service which cannot be filled immediately either by direct recruitment or by promotion under the Rules may be filled in by the Appointing Authority or by the Authority competent to make appointments, as the case may be, by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Service, where such direct recruitment has been provided under the provisions of these Rules:
Provided that 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

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* Number "(1)" inserted vide Notification No.F. 7(7) DOP/A-II/75, dated 31-10-75, w.e.f. 20-9-1975.

** Inserted vide Notification No. F.1(35) Karmik (Ka-II)/74 dated 3-8-77.

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Appointing Authority or the Authority competent to make appointment, as the case may be, shall not, save with the specific permission of the Government in the Administrative Department, fill in 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 condition 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."

@27. "Period of Probation.-
+(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 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.

(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.

x 28(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 years' service in case he is appointed by direct recruitment or within a period 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.

(2) If an employee referred to in sub-rule (1) above, fails to fulfill the conditions mentioned in the said sub-rule, the period mentioned in sub-rule (1) above, may be extended as prescribed for a 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 fulfill 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:

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 non-gazetted employee, be also immediately recorded by the Appointing Authority in his Service Book and Confidential Report File. A written acknowledgment shall be kept on record in all these cases.

Explanation.——(1) 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 329-F of the Constitution of India or for posts for which no Service Rules exist if the posts are within the purview of Rajasthan Public Service Commission recruitment in consultation with them but it shall not include an urgent temporary appointment/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 appointment by transfer, such appointment shall be treated regular recruitment if the appointment to the post on which the official was transferred after regular recruitment. Persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited.

(ii) Persons who hold 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-I/79, dated 22-11-84.
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 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 favour of confirmation under this Rule and their lien on the previous post shall cease.*

29. "Unsatisfactory progress during probation."-(1) If it app-
(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 lowest post of the Service or lowest categories of posts in each of the Group/Section 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 of the Service, as the case may be, shall be determined from the date of their regular selection to such posts."

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-reorganisation State of Rajasthan or the Service of the new State of Rajasthan established by the State Re-organisation 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) of Rule 6 be determined by the Appointing Authority on the recommendations 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 issue of order or longer if 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 lists prepared under Rule 24;

+ Substituted for:-
@ Substituted for:-
@ Substituted for:-


+ (6) "Deleted".
+ + (7) "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."

(8) that for purpose of promotion to higher posts in Service in case of substantive employees of different groups, their integrated seniority on initial appointment shall be determined notwithstanding their year of substantive appointment in the different groups, according to the date of continuous officiation in the category of post concerned provided such officiation was not of the nature of fortuitous or ad hoc or urgent temporary appointment and there was no default on the part of the employee to join the appointment when ordered.

+ (9) "Deleted".

+ Proviso (6) Deleted:

+ (6) that the persons appointed on the basis of seniority-cum-merit and merit in a particular year, persons appointed on the basis of seniority-cum-merit shall rank senior to those appointed on the basis of merit;

vide Notification No.F. 7(6) DOP/A-II/75-II, dated 31-10-75, effective from the date of publication in the Rajasthan Gazette.

+ + Proviso (7) substituted for:-

+ + Proviso (7) substituted for:-

+ + Proviso (7) substituted for:-

vide Notification No.F. 7(10) DOP/A-II/77, dated 17-6-1978.

vide Notification No.F. 7(6) DOP/A-II/75-II, dated 31-10-1975.

+ + + (7) "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 shall be the same as in the next below grade, except in case or 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) DOP/A-II/77, dated 17-6-1978.

vide Notification No.F. 7(6) DOP/A-II/75-II, dated 31-10-1975.

vide Notification No.F. 7(6) DOP/A-II/75-II, dated 31-10-1975.

vide Notification No.F. 7(10) DOP/A-II/77, dated 17-6-1978.

vide Notification No.F. 7(6) DOP/A-II/75-II, dated 31-10-1975.

+ Proviso (9) Deleted:

+ Proviso (9) Deleted:

+ Proviso (9) Deleted:

+ Proviso (9) Deleted:

+ Added vide Notification No.F. 7(6) DOP/A-II/75-II, dated 31-10-1975.

+ Added vide Notification No.F. 7(6) DOP/A-II/75-II, dated 31-10-1975.
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 34 or as may be sanctioned by the Government, from time to time.

33. Increments during probation.- A probationer shall draw increments in the scale of pay admissible to him during the period of probation in accordance with the provisions of the Rajasthan Service Rules, 1951.

34. Regulation of Pay, 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 (Rationalisation of Pay Scale) 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 Service (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 Travelling Allowance Rules, 1971, as amended from time to time;
8. 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.

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

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

Provided that any action taken under Rules and orders so superseded shall be deemed to have been taken under the provisions of these Rules.

@37. Power to relax Rules.- In exceptional cases where the Administrative Department of the Government 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 case of relaxation shall be referred to the Rajasthan Public Service Commission by the %/"Administrative Department concerned."

© Rule 37 relating to Power to relax Rules 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.
Government of Rajasthan  
Department of Personnel  
(A-II)  
No.F. 2(5) DOP/A-2/89  
Dated: 27 January, 2005  

NOTIFICATION

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 further to amend the Rajasthan Public Relations Subordinate Service Rules, 1975, namely:

1. **Short title and commencement:**  
   (1) These rules may be called the Rajasthan Public Relations Subordinate Service (Amendment) Rules, 2009.  
   (2) They shall come into force with immediate effect.

2. **Amendment of rules 16 to 20:** The existing rules 16, 17, 18, 19, 20 of the said rules shall be substituted by the following respectively, namely:

16. **Inviting of applications** - Application for direct recruitment to posts in the service shall be invited by the Appointing Authority or the Commission, 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:

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

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

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

19. **Scrutiny of applications** - The Commission or the Appointing Authority, as the case may be, shall scrutinise the applications received by them and require as many candidates qualified for appointment under
these Rules as seem to them desirable to appear before them for interview by such manner as the Commission or the Appointing Authority, as the case may be, may deem fit:

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

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

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 names of such candidates may, on requisition, be recommended in the order of merit to Appointing Authority within 6 months from the date on which the original list is forwarded by the Commission to the Appointing Authority.

3. **Amendment of Schedule-I**: - In Schedule-I appended to the said rules, in column No.3 against serial No.1 of Group-I, the existing expression "direct recruitment shall be substituted by the expression" direct recruitment through the Rajasthan Public Service Commission.

By order and in the name of the Governor

[Signature]

(Shanti Kumar Verma)
Dy.Secretary to Government
### SCHEDULE - I

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the post</th>
<th>Method of recruitment</th>
<th>Minimum qualification for direct recruitment</th>
<th>Post or posts from which promotion is to be made</th>
<th>Minimum qualification and experience for promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(i) Scrutiniser</td>
<td>50% by direct recruitment &amp; promotion</td>
<td>Graduate from a recognised University or its equivalent with 3 years' experience of Journalism in reputed newspaper office or in Public Relations Department of State Government or Government of India or Graduate with Diploma in Journalism. Preference will be given to persons having post graduate degree in Hindi or English.</td>
<td>1. Senior Proof Reader of Gr.IV. 2. Announcer of Gr.V. 3. Receptionist of Gr.V.</td>
<td>7 years' experience on the posts mentioned in column No.5 (in the Directorate of Public Relations).</td>
</tr>
<tr>
<td></td>
<td>(ii) Journalist</td>
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<td></td>
<td>(iii) A.P.R.O.</td>
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<td></td>
<td>(iv) Sub-Editor</td>
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<td></td>
<td>(v) Rangmunch Asst.</td>
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<td></td>
<td>(vi) Reportist</td>
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<td></td>
<td>(vii) Research Asst.</td>
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<td></td>
<td>(viii) Exhibition Assistant</td>
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</tr>
</tbody>
</table>

@ Schedule substituted vide Notification No.F. 2($) DOP/A-II/80, dated 24-10-1981. (Foot note on Page 47)

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### GROUP - II

2. **Photographer** 50% by direct recruitment & 50% by promotion @ "Senior Secondary or/Higher Secondary" with Science having 5 years' experience of Photography. Preference will be given to those having Diploma in Photography. Assistant Photographer + "OR Dark Room Asstt. (Appointed before 24-10-81)"

3. **Assistant Photographer** 100% by promotion @"Senior Higher Secondary or/Higher Secondary" Assistant with Science or equivalent qualification with three years' experience of Photography. Preference will be given to those having Diploma in Photography.

@ "Sr. Higher Secondary or/Higher Secondary" with 7 years' experience on the post of Dark Room Asstt. including 2 years' experience on the post mentioned in column No.5. +"OR Eighth Class passed from a recognised School with 7 years' experience on the Post mentioned in column 5." @"Senior Higher Secondary or/Higher Secondary" with 5 years' experience on the post mentioned in column No.5. + OR "Eighth class passed from a recognised school with 7 years' experience on the post mentioned in col. 5."
<table>
<thead>
<tr>
<th>No.</th>
<th>Post Description</th>
<th>Recruitment Method</th>
<th>Additional Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Dark-Room Assistant</td>
<td>100% by direct recruitment</td>
<td>&quot;Senior Higher Secondary or/Higher Secondary&quot; with Science having diploma in photography and 2 years' experience in the line of photography in a firm of repute or in Government Department.</td>
</tr>
<tr>
<td>5.</td>
<td>Engineering Assistant</td>
<td>50% by direct recruitment &amp; 50% by promotion</td>
<td>Diploma in Electronic Engineering or Electrical Engineering from a polytechnic recognised by the Govt.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>+&quot;Sr. Higher Secondary or/Higher Secondary with 7 years' experience on the post mentioned in column No.5.</td>
</tr>
<tr>
<td>6.</td>
<td>Mechanic-cum-Operator</td>
<td>100% by promotion</td>
<td>Projectionist or Operator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>+&quot;Senior Higher Secondary or/Higher Secondary&quot; with 3 years' experience on the post mentioned in column No.5.</td>
</tr>
</tbody>
</table>

+ Substituted for "Higher Secondary" vide Notification No.P. 7(1) DOP/A-II/81, dated 17-8-89.

<table>
<thead>
<tr>
<th>No.</th>
<th>Post Description</th>
<th>Recruitment Method</th>
<th>Additional Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Electrician-cum-Mechanic</td>
<td>100% by direct recruitment</td>
<td>+&quot;Senior Higher Secondary or/Higher Secondary&quot; with ITI Certificate in Electrician trade from a recognised Institution.</td>
</tr>
<tr>
<td>8.</td>
<td>Projectionist or Operator</td>
<td>100% by direct recruitment</td>
<td>+&quot;Senior Higher Secondary or/Higher Secondary&quot; or equivalent with license of Cinema Projection Operating.</td>
</tr>
<tr>
<td>9.</td>
<td>Senior Proof Reader</td>
<td>100% by promotion</td>
<td>Proof Reader Graduate with 2 years' experience as Proof Reader or Matric with 7 years' experience as Proof Reader.</td>
</tr>
</tbody>
</table>

Graduate with 2 years' experience in Proof reading in a Press of repute to be judged by test. OR Diploma in Printing technology from a recognised Institute of Printing Technology.

+ Substituted for "Higher Secondary" vide Notification No.P. 7(1) DOP/A-II/81, dated 17-8-89.
10. Proof Reader 100% by direct recruitment.
   Graduate with Hindi or English as one of the subjects. Preference will be given to those, who have 2 years' experience of Proof Reader.

GROUP - V

11. Announcer 100% by direct recruitment.
   Graduate with Hindi or English as one of the subjects having approved voice from All India Radio.

12. Receptionist 100% by direct recruitment
   Graduate with Hindi or English as one of the subjects having approved voice from All India Radio.

GROUP - VI

13. Librarian 100% by promotion
   Enquiry Assistant
   Graduate with experience on the post of Enquiry Assistant for 5 years and others 8 years' experience.

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14. Enquiry Assistant 50% by direct recruitment & 50% by promotion
   Graduate with Degree or Diploma in Library Science having 2 years' experience in Library.
   Assistant Librarian
   Graduate with 3 years' experience on the post of Assistant Librarian. Higher Secondary Passed with 6 years' experience of Assistant Librarian.

15. Photo Librarian 100% by direct recruitment.
   Graduate with Degree or Diploma in Library Science having 2 years' experience in Library.

16. Assistant Librarian 50% by direct recruitment & 50% by promotion.
   Graduate with Degree or Diploma in Library Science having one year's experience in Library.

17. Cataloguer 100% by direct recruitment.
   + "Senior Higher Secondary or/Higher Secondary" with Certificate Course of Library Science having Knowledge of typing. Preference would be given to those who are graduate with Certificate in Library Science.

1. Cataloguer
2. Library Assistant.

Graduate with 5 years' experience, other 8 years' experience on the post mentioned in Column No.5.

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*Substituted for 'Higher Secondary' vide Notification No.F. 7(1) DOP/A-II/88, dated 17-8-89.*
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</thead>
<tbody>
<tr>
<td>18. Library Assistant</td>
<td>100% by direct recruitment</td>
<td>+&quot;Senior Hr. Secondary or/Higher Secondary&quot; with certificates Course of Library Science having knowledge of typing. Preference will be given to those who are graduate with Certificate in Library Science.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Artist</td>
<td>100% by direct recruitment.</td>
<td>Diploma from recognised School of Arts with 3 years' experience of Commercial Arts. Preference will be given to those who have some experience in printing.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ Substituted for "Higher Secondary" vide Notification No.F. 7(1) DOP/A-II/88, dated 17-8-89.

<p>| | | | | |</p>
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>20. Printer-cum-Letter writer</td>
<td>100% by direct recruitment.</td>
<td>+&quot;Senior Higher Secondary or/Higher Secondary&quot; with 3 years' experience or 8th class with 5 years' experience of job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Fitter</td>
<td>100% by direct recruitment.</td>
<td>Certificate from ITI in Fitter trade and two years' experience of this job.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ Substituted for "Higher Secondary" vide Notification No.F. 7(1) DOP/A-II/81, dated 17-8-89.
## @ SCHEDULE II

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Compiler</td>
<td>100% by direct recruitment.</td>
<td>Graduate in Statistics or Economics or Mathematics, Commerce or Science or Agriculture or Certificate Part-I (A,B,C) of the Indian Institute, Calcutta.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

© Schedule-II added vide Notification No.F. 2(5) DOP/A-II/89, dated 24-10-81.

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### SCHEDULE (Prior to 24-10-1981)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the post</th>
<th>Method of recruitment</th>
<th>Minimum qualification for direct recruitment</th>
<th>Post or posts from which promotion is to be made</th>
<th>Minimum qualification and experience for promotion</th>
</tr>
</thead>
</table>
| 1.    | Scrutiniser      | 50% by direct recruitment | 50% by promotion. | Graduate from a recognised University or its equivalent with 3 years' experience of Journalism in reputed newspaper office or in Public Relations Department of State Government or Government of India or Graduate with Diploma in Journalism. Preference will be given to persons having post graduate degree in Hindi or English. | 1. Proof Reader of Group-IV.  
2. Announcer of Gr.-V.  
3. Receptionist of Group-V.  
7 years' experience on the posts mentioned in Column No.3 (in the Directorate of Public Relations). |

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP - II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Photographer</td>
<td>50% by direct recruitment. 50% by promotion.</td>
<td>Higher Secondary with Science having 5 years' experience of Photography. Preference will be given to those having Diploma in Photography.</td>
<td>Dark Room Assistant.</td>
<td>Higher Secondary with 3 years' experience or eight class passed with 7 years' experience on the post mentioned in Column 5.</td>
</tr>
<tr>
<td>2.</td>
<td>Dark Room Assistant</td>
<td>100% by direct recruitment.</td>
<td>Higher Secondary with Science having 2 years' experience of Photography. Preference will be given to those having diploma in Photography.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GROUP - III**

| 1. | Engineering Assistant | 50% by direct recruitment 50% by promotion. | Diploma in Radio Engineering from a Polytechnic recognised by the Government. | Mechanic-cum-Operator. | Higher Secondary with 7 years' experience on the post mentioned in Column No.5. |
| 2. | Mechanic-cum-Operator | 100% by promotion. | | Projectionist or Operators. | Higher Secondary with 3 years' experience on the post mentioned in Column 5. |
| 3. | Electrician-cum-Mechanic | 100% by direct recruitment. | Higher Secondary with ITI Certificate in Electrician Trade from a recognised Institution. | | |
| 4. | Projectionist or Operator | 100% by direct recruitment. | Higher Secondary or equivalent with licence of CINEMA PROJECTOR OPERATING. | | |

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**GROUP - IV**

| 1. | Proof Reader | 100% by direct recruitment. | Graduate with Hindi or English as one of the subjects. Preference will be given to those who have two years' experience of Proof Reading. | | |

**GROUP - V**

| 1. | Announcer | 100% by direct recruitment. | Graduate with Hindi or English as one of the subjects having approved voice from All India Radio. | | |
| 2. | Receptionist | 100% by direct recruitment. | Graduate with Hindi or English as one of the subjects having approved voice from All India Radio. | | |

**GROUP - VI**

<p>| 1. | Librarian | 100% by promotion. | | Enquiry Assistant. | Graduate with experience on post of Enquiry Assistant for 5 years and others 8 years' experience. |
| 2. | Enquiry Assistant 50% by direct recruitment 50% by promotion. | Graduate with degree or diploma in Library Science having 2 years' experience in Library. | Assistant Librarian. | | Graduate with 3 years' experience on the post of Assistant Librarian. Higher Secondary passed with 6 years' experience of Assistant Librarian. |</p>
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<thead>
<tr>
<th>1</th>
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<tbody>
<tr>
<td>3.</td>
<td>Photo-Librarian</td>
<td>100% by direct recruitment</td>
<td>Graduate with degree or diploma in Library Science having 2 years' experience in Library.</td>
<td>1. Catelegure.</td>
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<td>4.</td>
<td>Assistant Librarian</td>
<td>50% by direct recruitment</td>
<td>Graduate with Degree or Diploma in Library Science having 1 year's experience in Library.</td>
<td>2. Library Assistant.</td>
<td>Graduate with 5 years' experience, others 8 years' experience on the post mentioned in Column 5.</td>
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<td>5.</td>
<td>Catelegure.</td>
<td>100% by direct recruitment</td>
<td>Graduate with degree or Diploma in Library Science.</td>
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<td>6.</td>
<td>Library Assistant</td>
<td>100% by direct recruitment</td>
<td>Graduate with degree or Diploma in Library Science.</td>
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<td>GROUP - VII</td>
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<tr>
<td>1.</td>
<td>Artist.</td>
<td>100% by direct recruitment</td>
<td>Diploma from recognised School of Arts with 3 years' experience of Commercial Arts. Preference will be given to those who have some experience in Paintings.</td>
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<td>2.</td>
<td>Painter-cum-Letter writer.</td>
<td>100% by direct recruitment</td>
<td>Higher Secondary with 3 years' experience or eighth class with 5 years' experience of job.</td>
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</tbody>
</table>

[No.F. 2(18) DOP/A-II/74.]

By Order and in the name of the Governor,
T. V. Ramanan,
Special Secretary to the Government.