

**RAJASTHAN HIGH COURT STAFF SERVICE RULES, 2002  
AS AMENDED UPTO 16.04.2019**

**HIGH COURT OF JUDICATURE FOR  
RAJASTHAN, JODHPUR**

**NOTIFICATION**

**JODHPUR, DECEMBER 5, 2002.**

No. 02/ S.R.O./ 2002 In exercise of the powers conferred by Article 229 (2) of the Constitution of India, the Chief Justice of THE HIGH COURT OF JUDICATURE FOR RAJASTHAN hereby makes the following Rules regulating the recruitment and other conditions of service of the persons serving on the establishment of the Rajasthan High Court, namely :—

**1. SHORT TITLE AND COMMENCEMENT.**— (i) These Rules may be called as "The Rajasthan High Court Staff Service Rules, 2002".

(ii) They shall come into force at once.

**2. DEFINITIONS.**—In these Rules, unless the context otherwise requires:

(i) "Appointing Authority" means Chief Justice or a Judge or a Committee of Judges or any other Officer who may be especially empowered by the Chief Justice to exercise the powers and perform the functions of the Appointing Authority.

(ii) "Court" means the High Court of Judicature for Rajasthan.

(iii) "Judge" means a Judge of this Court.

(iv) "Government and State" means-respectively, the Government of Rajasthan and the State of Rajasthan.

(v) "Member of Service" means a person appointed in a substantive capacity to a post in the Service under the provisions of these Rules or under the Rules or orders superseded by these Rules and includes a person who is placed on probation.

(vi) "Service" means the Rajasthan High Court Staff Service.

(vii) "Schedule-I<sup>1</sup> " means Schedule-I appended to these Rules.

(viii) "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 probationary followed by confirmation on the completion of probationary period;

<sup>1</sup> For the existing word "Schedule" wherever appears in the existing Rules be subs. by "Schedule-I". vide Notification No. 02/S.R.O./2004 dt. 24 July, 2004 pub. in Raj. Gaz. Pt. 1(B) dt. 29 July, 2004.

**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Rules will include recruitment either on initial constitution of Service or in accordance with the Rules or orders superseded by these Rules, except urgent temporary appointment.

(ix) "Experience" wherever prescribed in these Rules as a condition for promotion within service from one category to another or to senior posts, in the case of a person holding lower posts eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower posts after substantive appointment in accordance with these Rules or in accordance with the Rules or orders superseded by these Rules;

**Note:**— Absence during service e.g. training, leave and deputation etc. which are treated as "duty" under the Rajasthan Service Rules, 1951 shall also be counted as service for commuting experience required for promotion.

(x) "Year" means Financial Year.

**3. STRENGTH OF STAFF.**— The staff attached to the Court shall consist of the posts specified in the second column of Schedule-I appended to these Rules;

The strength of the posts of each type shall be as specified in the third column of Schedule-I appended to these Rules :

**PROVIDED** that Chief Justice may from time to time leave unfilled or held in abeyance or abolish or allow to lapse any vacant post, permanent or temporary without thereby entitling a person to any claim, or may after obtaining the sanction of the Governor of State create any post, permanent or temporary as may be found necessary.

**4. INITIAL CONSTITUTION OF SERVICE.**— The service shall consist of:-

(a) All persons holding substantively the post specified in the Schedule-I ; and

(b) All persons recruited to the service before the commencement of these Rules; and

(c) All persons recruited to the post in accordance with the provisions of these Rules or Rules superseded by these Rules.

**5. METHOD OF RECRUITMENT.**— (1) Recruitment to a post or category of posts specified in the second column of Schedule-I shall be made by one or more of the following methods, namely :-

(a) by direct recruitment, or

(b) by promotion, or

(c) by transfer from subordinate courts or offices of the Government ;

Provided that in case of direct recruitment, the Chief Justice

may, if deemed appropriate, for the purpose of short listing of the candidates, provide for preliminary examination.<sup>2</sup>

Provided further<sup>3</sup> that the Chief Justice or subject to any general or special order of the Chief Justice, the Registrar General may order transfer of any member of the Ministerial or Class IV staff serving on the establishment of the Court to any Subordinate Court and vice-versa on such terms and conditions as may be deemed proper.

(d) all persons who are working on any post in *ad hoc*/officiating/temporary basis on the date of commencement of these Rules shall be screened by a Committee constituted by the Chief Justice for adjudging their suitability to the post ,

Provided they possess the qualification prescribed in these Rules or Rules superseded by these Rules either for direct recruitment or promotion.

(e) The recruitment, appointment and posting of Technical staff of E-courts, for High Court as well as for Subordinate Courts, shall be made by the High Court.<sup>4</sup>

(2) The Chief Justice may, from time to time, by general or special order :-

(a) specify the method by which recruitment to a post or category of posts shall be made.

(b) determine the proportion of vacancies to be filled in by each method in case of recruitment by more than one method, and

(c) specify the manner in which such recruitment shall be made.

**6. DETERMINATION OF VACANCIES.**— (1) (a) Subject to the provisions of these Rules, the Appointing Authority shall determine on 1<sup>st</sup> April every year, the actual number of vacancies occurring during the financial year.

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

(c) Where a post is to be filled in by more than one method as prescribed in the Rules or Schedule-I, 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

<sup>2</sup> Ins. vide Notification No. 2/S.R.O./2014 dt. 10 March, 2014. pub. In Raj. Gaz. .Dated 13.03.2014

<sup>3</sup> Ins. vide Notification No. 2/S.R.O./2014 dt. 10 March, 2014. pub. In Raj. Gaz. .Dated 13.03.2014

<sup>4</sup> Ins. Vide Notification No. : 4/S.R.O./2016 Date : 15.12.2016, pub. In Raj. Gaz. Exty .Dated 11 Jan.2017

earlier in the year in which they were required to be filled in.

**7. QUALIFICATION FOR APPOINTMENT.—** The qualifications required for appointment to the various categories of posts in the Service by direct recruitment or promotion or transfer shall be such as the Chief Justice may, from time to time, by general or special order, specify.

**8. AGE:—** A candidate for direct recruitment to the Service must have attained the age of 18 years and must not have attained the age of 40<sup>5</sup> years, on the first day of January preceding the last date fixed for submission of the application.

PROVIDED that:—

(1) the upper age limit shall be relaxed by five years in the case of the member of the Scheduled Caste or Scheduled Tribe or Other Backward Class or Women candidates;

(2) there shall be no restriction as to age for candidate already serving in connection with the affairs of the State in a substantive or in a temporary capacity, having been so appointed prior to his attaining the age of 33 years:

PROVIDED that the temporary appointment is permissible under the relevant Rules applicable to service to which the person belongs and is made in accordance with these Rules.

(3) that there shall be no age limit in the case of widow and divorcee women candidate;

(4) the upper age limit for the reservists, namely defence services personnel transferred to the reserve shall be 47 years.

“(5) The Upper age limit for the Specially abled persons shall be relaxed as under :-

- (i) 10 years for candidates belonging to General Category;
- (ii) 13 years for candidates belonging to Backward Classes and Special Backward Classes ; and
- (iii) 15 years for candidates belonging to the Scheduled Castes or the Scheduled Tribes :

<sup>6</sup> (6) if a candidate would have been entitled in respect of his/her age for direct recruitment in any year in which no such recruitment was held, he/she shall be deemed to be eligible in the next following recruitment, if he/she is not overage by more than three years.

Provided that in case of exceptional hardship that High Court may further relax the age limit.”<sup>7</sup>

EXPLANATION — In the case of widow she will have to furnish a certificate of death of the husband from the competent authority and in case of divorcee she will have to furnish the proof of divorce.<sup>8</sup>

“It is further explained that the relaxation in age will be admissible only in one category, mentioned in the proviso above.”<sup>9</sup>

If a candidate would have been entitled in respect of

<sup>5</sup> Subs for 35 years vide notification no.05/SRO -2018 dated 01.06.2018.pub. in Raj. Gaz. Exty.Part I[B] dt. 10.08.2018.

<sup>6</sup> Inserted vide notification no.02/SRO -2017 dated 08.05.2017 pub. In Raj. Gaz. Pt.7 Dated 11.05.2017..

<sup>7</sup> Ins. vide Notification No. : 06/S.R.O./2015 Date : 17.11.2015.

<sup>8</sup> Subs. Rule 8 vide Notification No. 4/SRO/2005 dt. 29 Sept 2005 Pub. in Raj.Gaz. Pt. I(b) dt. 6 Oct., 2005.

<sup>9</sup> Ins. vide Notification No. : 06/S.R.O./2015 Date : 17.11.2015.

his/her age for direct recruitment in any year in which no such recruitment was held, he/she shall be deemed to be eligible in the next following recruitment, if he/she is not overage by more than three years.<sup>10</sup>

**9. CHARACTER.**— The character of a candidate for direct recruitment to any post, 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, College or School in which he has last educated, and two such certificates written not more than six months prior to the date of application from two responsible persons, not connected with University, College or School and not related to him.

**Explanations:**— (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 to 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, may not be discriminated against on grounds of their previous conviction for the purposes of employment in the Service. Those who are convicted of offences not involving moral turpitude or violence may be deemed to have been completely reformed on the production of a report to that effect from the Superintendent, After Care Home or if, there are no such Homes in a particular district, from the Superintendent of Police of that district.

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

**9A. DISQUALIFICATION FOR APPOINTMENT:**— No candidate shall be eligible for appointment, if he has more than two children on /or after the date of commencement of these rules.

Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as number of children he/she has on the date of commencement of this rule does not increase.

Provided further that where a candidate has only one child from earlier delivery but more than one child is born out of a single subsequent delivery, the children so born shall be deemed to be one

<sup>10</sup> Added vide Notification No. 02/S.R.O/2017, Rajasthan High Court Date :08.05.2017

entity while counting the total number of children.

**EXPLANATION :** For the purpose of this sub-rule, child born within 280 days from the date of commencement of these rules shall not constitute disqualification.<sup>11</sup>

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

Provided also that while counting the total number of children of a candidate the child born from earlier delivery and having disability shall not be counted”.<sup>12</sup>

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

**11. EMPLOYMENT OF IRREGULAR OR IMPROPER MEANS.**— A candidate who is or has been declared by the Appointing Authority, guilty of impersonation or of submitting fabricated documents, which have been tampered with or of making statements which are incorrect or false or of suppressing material information or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or appearance at any interview or attempting to enlist support directly or indirectly for candidature by any means, shall in addition to rendering himself liable to criminal prosecution to be debarred either permanently or for 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.

**12. NATIONALITY.**— A candidate for appointment to the Service must be a citizen of India, or a subject of Sikkim.

**13. EXAMINATION FEES.**— (1) “A candidate for direct recruitment to the Service shall pay such examination fee and in such manner as may be prescribed by the Appointing Authority

<sup>11</sup> Ins. Rule.9A vide no 4/S.R.O./2005 dt. 29 Sept., 2005 Pub. in Raj. Gaz. Pt. 1[B], 6 Oct, 2005.

<sup>12</sup> Inserted proviso in sub rule 9A vide SRO- 02/2018 pub. In Raj. Gaz. Ordi Pt.1 (KH) dated 22.03.2018

from time to time.”<sup>13</sup>

(2) No claim for the refund of the examination fees shall be entertained nor the fees shall be held in reserved for any other examination except when the advertisement is cancelled by the Appointing Authority in which case the amount of examination fees shall be refunded.

Provided that no claim for the refund of the examination fees shall be entertained after a period of one month from the date of issue of the notice of cancellation of the advertisement.

**14. RESERVATION OF POSTS FOR CERTAIN CATEGORIES.— (1) Reservation for Scheduled caste & Scheduled tribes.—** Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes candidates shall be in accordance with the orders of the Government for such reservation in force at the time of recruitment.

Provided, in the event of non-availability of eligible and suitable candidates amongst Scheduled Castes and Scheduled Tribes, as the case may be, in a particular year of recruitment, the vacancies so reserved for them shall be filled in accordance with the normal procedure. Such vacancies for the current recruitment which remain unfilled shall be carried forward to subsequent three recruitment years in total, and thereafter such reservation would lapse.<sup>14</sup>

**(2) Reservation for Other Backward Classes.—** Reservation for Other Backward Classes shall be in accordance with the orders of the Government for such a reservation in force at the time of 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, may be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year.

[Deleted]<sup>15</sup>

**(2A) Extent of reservation :-** The number of vacancies reserved for Scheduled Caste, Scheduled Tribes and Other Backward Class candidates shall not exceed 50% of total vacancies. However, this ceiling shall not apply to the vacancies carried forward under sub-rule (1) of Rule 14. <sup>16</sup>

<sup>17</sup>**(3) Reservation for women Candidates.—** Reservation of vacancies for women candidates shall be 30% category wise in the direct recruitment, out of which one third shall be for widows and divorced women candidates in the ratio of 80:20. In the event of non availability of eligible and suitable candidates, either in widow or in divorcee, in particular year, the vacancies may first be filled by interchange, i.e. vacancies reserved for widows to the divorcees

<sup>13</sup> Existing sub rule (1) of Rule 13 substituted vide 02/SRO/2019 dt. 11.02.2019

<sup>14</sup> Ins. vide Notification No. 1/SRO/2013 2 Sept., 2013.

<sup>15</sup> Deleted vide Notification No. 1/SRO/2013 2 Sept., 2013.

<sup>16</sup> Ins. vide Notification No. 1/SRO/2013 2 Sept., 2013.

<sup>17</sup> Rule 14(3) subs vide notification no.03/SRO/2018 dated 30.03.2018.

or vice versa. In the event of non availability of sufficient widow and divorcee candidates, the unfilled vacancies, shall be filled by other women of the same category and in the event of non availability of eligible and suitable women candidates, the vacancies so reserved for them shall be filled up by male candidates of the category for which vacancy is reserved. The vacancy so reserved for women candidates shall not be carried forward to the subsequent year. The reservation for women including widows and divorcee women shall be treated as horizontal reservation, within the category, i.e. even the women selected in general merit of the category shall first be adjusted against the women quota.

Explanation :- In the case of widow, she will have to furnish a certificate of death of her husband from the competent authority and in case of divorcee, she will have to furnish the proof of divorce.”

**(4) Reservation for Outstanding Sports Persons.—** Reservation of vacancies for outstanding Sports persons shall be 2% of the total vacancies for direct recruitment. The reservation for Sports Persons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the sports persons belong.

In the event of non-availability of the eligible and suitable sports persons in a particular year, the vacancies so reserved for them may be filled by candidates of the general category and such vacancies shall not be carried forward to the subsequent year.

Explanation:— <sup>18</sup> Outstanding sportspersons” shall mean and include the sportspersons belonging to the State, who:-

(i) represented Indian Team in Individual or in Team event in any International Tournament of any Sports and Games, recognized by the Indian Olympic Association or concerned recognized National Sports Federation; OR

(ii) represented Indian Team in Individual or in Team event in any International Tournament of any Sports and Games, recognized by the Indian School Sport Federation or concerned recognized National School Games Federation; OR

(iii) Medal Winner in the Individual or in Team event in any National Tournament of any Sports and Games, recognized by the Indian Olympic Association or concerned recognized National Sports Federation; OR

(iv) Medal Winner in the All India Inter University Tournament in Individual event or in Team event in the any Sports and Games, recognized by Indian Universities Association.”

**(5) Reservation for Physically Handicapped Persons.—** Reservation for Physically Handicapped Persons in the recruitment and appointment shall be in accordance with the Rules of the Government issued from time to time in this behalf.

“Provided that if in any recruitment year such vacancies cannot be filled up due to non-availability of a suitable person with disability or, for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with disabilities is not available, it may first be filled by interchange among the three categories and only when there is no person with disability available for the post in that year, the employer shall fill up the

vacancy by appointment of a person, other than a person with disability :

“Provided further that if the nature of vacancies in an establishment is such that a given category of person cannot be employed, the vacancies may be interchanged among the three categories with the prior approval of the Appointing Authority.”<sup>19</sup>

<sup>20</sup>**(6) Reservation for Ex-serviceman-** Reservation for Ex-serviceman shall be admissible as applicable in the State from time to time.”

<sup>21</sup>**(7) Reservation for More Backward Classes-** Reservation of vacancies for More Backwards Classes shall be 1 % in terms of The Rajasthan Backwards Classes (Reservation of Seats in Educational Institutions in the State and of Appointments and Posts in Services under State) Act, 2017 as amended from time to time. In the event of non availability of eligible and suitable candidates amongst More Backward Classes in a particular year of recruitment the vacancies so reserved for them shall be filled in accordance with the normal procedure.

**15. CONDITIONS OF SERVICES OF REGISTRAR GENERAL & REGISTRARS.—** (1) The pay and other conditions of service of the Registrar General, Registrar (Vigilance), Registrar (Administration), Registrar (Writs), Registrar (Rules), Registrar-cum-Principal Secretary to the Chief Justice, Registrar (Classification) and Deputy Registrar (Judicial), when appointed from the Rajasthan Higher Judicial Service or the Rajasthan Judicial Service, shall be regulated by Rules and Orders applicable to the members of the Service to which they belong.

(2) The Registrar (Vigilance) or any other Registrar may be appointed to officiate for the Registrar General or any Registrar, as the case may be, when the latter is on leave or against any other temporary vacancy occurring in the aforesaid post. Similarly, the Assistant Registrar (Judicial) may be Appointed to officiate on the post of Deputy Registrar (Judicial) while the latter is on leave or against temporary vacancy occurring on the post.

**16. URGENT TEMPORARY APPOINTMENTS.—** (1) A vacant post in the service which cannot be filled in immediately either by direct recruitment or by promotion or by transfer from subordinate courts or from offices of Government under the Rules may be filled in by the Appointing Authority by appointing in an officiating capacity thereto a member of service eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the post, where such direct recruitment has been provided under the provisions of these Rules, until a regular appointment is made in accordance with these Rules.

(2) The post in service on which a person is appointed under Sub-rule (1) shall be filled in by a regular appointment as soon as possible.

<sup>19</sup> Ins. vide Notification No. : 06/S.R.O./2015 dated 17.11.2015.

<sup>20</sup> Ins. vide notification no.03/SRO/2018 dated 30.03.2018.

<sup>21</sup> Ins vide notification 08/SRO/ dated 03.12.2018 pub. in gaz. notification dt. 02.01.2019, further corrigendum notification 01/SRO/2019 dt. 15.01.2019 pub. in gaz. notification dt. 31.01.2019

(3) A person appointed under Sub-rule (1) shall not be regarded as a probationer holding the post nor such appointment shall confer upon him any right to claim appointment to such post on regular basis unless he is selected for the regular appointment under these Rules.

**17. PROBATION.**— (1) All persons appointed to the post in 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 post in service by promotion/ transfer against the 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/transfer or by direct recruitment against a substantive vacancy, officiated temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their preference in respective quota or reservation in recruitment.
- (ii) Any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

(2) During the period of probation specified in sub-rule (1) each probationer may be required to pass such examination and to undergo such training if any as the Chief Justice 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 Service. The condition of passing the examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.

(3) If it appears to the Chief Justice, at any time, during or at the end of the period of probation that a member of the service has not made sufficient use of his opportunities or that he has failed to give satisfaction the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases may discharge or terminate him from Service:

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

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

(4) Notwithstanding anything contained in the sub-rule (3) above during the period of probation, if a probationer is placed under suspension, or disciplinary proceedings are contemplated or started against him, the period of his probation may be extended till such period, the Chief Justice thinks fit in the circumstances.

(5) A probationer reverted or discharged from Service during or at the end of the period of probation under sub-rule (2) shall not be entitled to any compensation.

(6) **Pay during probation.**— The initial pay of a person appointed by direct recruitment to a post in the Service shall be the minimum of the Scale of pay of the post :

Provided that the pay of a person already serving in connection with the affairs of the State, Court or Subordinate Courts shall be fixed in accordance with the provisions of the Rajasthan Service Rules, 1951.

(7) **Increment during probation.**— A probationer shall draw increment, in the scale of pay admissible to him in accordance with the provisions of the Rajasthan Service Rules, 1951.

**18. CONFIRMATION.**— A probationer shall be confirmed in his appointment at the end of his period of probation, if—

- (a) he has passed the examination and undergone the training prescribed under rule 16 (2), if any, completely; and
- (b) the Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

**19. NATURE OF APPOINTMENT.**— A Person appointed to a post in one category may be transferred to a post of equal status/grade in any category at the discretion of the Chief Justice.

**20. SENIORITY.**— Seniority in service shall be determined from the date of substantive appointment on the post.

**Explanation :—** (1) Seniority in service of the member of staff of the Subordinate Court transferred to the Court otherwise than on his own request under proviso to sub-rule (1) of Rule 5 of these Rules shall be determined from the date of substantive appointment on the corresponding post where from he is transferred.

**Explanation :—** (2) [Deleted]<sup>22</sup> :

Provided that—

- (i) That the seniority inter se of persons appointed to a post by direct recruitment on the basis of one and the same selection,

<sup>22</sup>

Deleted vide Notification No. 3 /SRO/2014 dt. 10 March, 2014 it will operate from the date of amendment and will not effect the promotions already made on the post of Assistant Registrar pub. In Raj.gaz. exty pat I B dated 13.03..2014.

except those who do not join the service when post is offered to them within a period as specified by the Appointing Authority from the date of the issue of the order or longer if extended by the Appointing Authority, shall follow the order in which the names have been placed in the select list.

- (ii) two or more persons were appointed on a post in the same year, a person appointed by promotion shall be senior to the person appointed by direct recruitment;
- (iii) the seniority inter se of persons selected on the basis of seniority-cum-merit and on the basis of Seniority-cum-efficiency in the same selection shall be the same as in the next below post;
- (iv) if a candidate belonging to the Scheduled Caste/Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior General/Other Backward Class candidate who is promoted later to the said immediate higher post/grade, the General/Other Backward Class candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste/Scheduled Tribe in the immediate higher post/grade.

**21. PAY.**— (1) The pay admissible to the persons appointed to the Staff attached to the Court whether in a substantive or officiating capacity or as a temporary measure shall be as shown in Schedule-I to these Rules as revised from time to time.

Provided the pay of the staff attached to the High Court shall not be less than the staff of same category attached to the subordinate courts.(ins.)

(2) Except for the grade pay and pay band, the posts shown in Schedule II to these rules have been equated with the Government of Rajasthan Secretariat Posts shown against them for the purpose of special pay and other benefits. Orders as may be issued by the Government from time to time as regards special pay and other benefits, as applicable to the equivalent Secretariat posts, shall be applicable to the corresponding posts in the High Court.<sup>23</sup>  
(subs)

**22. PROMOTION:**— Subject to the requirement of efficiency, promotion shall ordinarily be made according to seniority. An official may receive special promotion for recognised merit irrespective of the grade to which he may belong, or of his seniority within his grade.<sup>24</sup>

**23. RESTRICTION ON PROMOTION OF PERSONS FOREGOING PROMOTIONS.**— In case a person, on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis foregoes such an appointment, he shall be considered again for appointment by promotion only after a period of one year (Both on the basis of urgent temporary appointment or on regular basis).

<sup>23</sup>

Ins. & Subs. vide Notification No. 5/SRO/2011 dt. 1 May, 2013.

<sup>24</sup>

Subs. Rule 22. vide Notification No. 02/S.R.O./2004 dt. 24 July, 2004 pub. in Raj.Gaz. Pt. 1(b) dt. 29 July, 2004.

**23-A. : DISQUALIFICATION FOR PROMOTION.-** No person shall be considered for promotion for three<sup>25</sup> calendar years from the date on which his promotion becomes due, if he/she has more than two children on or after commencement of these Rules.

Provided that,—

- (1) the persons having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he/she has on the date of commencement of this rule does not increase.
- (2) Where a Government servant has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.<sup>26</sup>

**EXPLANATION:** For the purpose of this Sub Rule, Child born within 280 days from the date of commencement of these Rules (*i.e.* 29.09.2005) shall not constitute disqualification.<sup>27</sup>

<sup>28</sup>“Provided also that any person who performed remarriage which is not against any law and before such remarriage he is not disqualified for promotion under this sub-rule, he shall not be disqualified if any child is born out of single delivery from such remarriage.

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

**24. PROMOTION TO POSTS CARRYING SPECIAL RESPONSIBILITY OR REQUIRING SPECIAL QUALIFICATIONS:-** Notwithstanding anything to the contrary contained in these Rules, following posts carrying special responsibility or requiring special qualifications, promotion to these posts shall be made by selection on the basis of merit :-

1. Senior Deputy Registrar (Non-RJS)<sup>29</sup>
2. Controller of Publication
3. Deputy Registrar (Born on the High Court Establishment)
4. Assistant Controller of Publication
5. Assistant Registrar
6. Private Secretary cum Judgment Writer
7. Court Officer
8. Senior Librarian
9. Guest House Manager — Grade-I.<sup>30</sup>

**25. ZONE OF ELIGIBILITY.—** The Zone of eligibility for promotion shall be five times of the number of vacancies to be filled in on the basis of Seniority-cum-merit, Seniority-cum-efficiency or merit, as the case may be:

PROVIDED that in case of non availability of sufficient number

<sup>25</sup> Subs. Rule 23-A vide Notification No.05/SRO/2017 dt.06.10.2017 Pub in Raj. Gaz. Part I [A] dated 12.10.2017 page 38.

<sup>26</sup> Ins. Rule 23A vide 4/S.R.O./2005 dt. 29 Sept., 2005 Published in Raj. Gaz. Pt. 1[b] dt. 6 oct 2005.

<sup>27</sup> EXPLANATION is incorporated below Rule 23A vide 7/SRO/2010 dt.11 June, 2010 , published in Raj. Gaz. Exty. Ordy. Pt. I(B), Pg.31 dt. 17 June, 2010.

<sup>28</sup> Ins. proviso in Rule 23A vide 2/S.R.O./2018 dt. 03.02.2018 Published in Raj. Gaz. Pt. 1[b] dt.22.03.2018.

<sup>29</sup> Rule 24(Promotion to posts carrying special responsibility or requiring special qualifications) is subs. by 07/S.R.O./2015 Date :10.12.2015, Pub. In Raj.Gaz.Exty.Part I {B} dated 17.12.2015

<sup>30</sup> Rule 24 (Promotion to posts carrying special responsibility or requiring special qualifications) is subs. by 8/S.R.O/2010 dt. 21 June, 2010.

of suitable persons for selection on the basis of merit, the Appointing Authority may at its discretion consider persons of outstanding merit outside the zone of eligibility but falling within six times the number of vacancies to be filled in on the basis of merit.

**26. DELEGATION.**— Subject to any general or special orders of the Chief Justice, appointment or promotion to posts other than posts of Deputy Registrar, Assistant Registrar, Private Secretary-cum-Judgment Writer, Court Officer, Senior Librarian, Guest House Manager Grade-1 shall be made by the Registrar General.

**27. INTEGRITY.**— No person on the staff attached to the Court shall be allowed promotion to any post unless the Appointing Authority is satisfied that he is a person of integrity and impartiality.

**28. REPRESENTATIONS:**—Any person aggrieved by an order of the Registrar General, relating to promotion, seniority or compulsory retirement under sub-rule (2) of Rule 244 of the Rajasthan Service Rules, or any other matter not covered under Rule 29 of these Rules, may within a period of three months make a representation to the Chief Justice who may either dispose it of himself or refer it for disposal to a Committee of three Judges nominated by him for the purpose.<sup>31</sup>

**29. PENALTIES.**—The following penalties may for good and sufficient reasons be imposed by the Chief Justice or subject to any special order of the Chief Justice, by the Registrar General upon the persons serving on the staff attached to the High Court, namely:—

- (i) Censure;
- (ii) withholding of increments or promotion;
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of any law, rule or order;
- (iv) reduction to a lower service, grade or post, or to a lower time scale or to a lower stage in the time scale or in the case of pensioner to an amount lower than that due under the rules;
- (v) compulsory retirement on proportionate pension;
- (vi) Removal from service which shall not be a disqualification for future employment;
- (vii) Dismissal from service which shall ordinarily be disqualification for future employment;

**Explanation.**— The following shall not amount to penalty within the meaning of this Rule:—

- (i) Non-promotion whether in a substantive or officiating capacity, after consideration of his case, to a higher grade or post of which he is eligible;
- (ii) Reversion to a lower grade or post of a person officiating in a higher grade or post on the ground that he is considered after trial, to be unsuitable for such higher grade or post on administrative grounds unconnected with his conduct;
- (iii) Reversion to his permanent grade or post of a person appointed on probation during or at the end of the period of probation;

<sup>31</sup> Rule 28 is subs. by the Notification No. 02/S.R.O./2004 dt. 24 July, 2004 pub. in Raj.Gaz.Pt. 1(b) dt. 29 July, 2004.

- (iv) Compulsory retirement in accordance with the provisions relating to his superannuation or retirement;
- (v) Termination of the service:
  - (a) of a person appointed on probation during or at the end of the period of probation,
  - (b) of a temporary person appointed otherwise than under contract on the expiration of the period of appointment,
  - (c) of a person employed under an agreement in accordance with the terms of such agreement.<sup>32</sup>

**29A. SUSPENSION.**—The Chief Justice or, subject to any special order of the Chief Justice, the Registrar General, may place a person on the staff attached to the High Court, under suspension:-

- (a) Where a disciplinary proceeding against him is contemplated or is pending; or
- (b) where a case against him in respect of any criminal offence is under investigation or trial.

**29B. INQUIRIES INTO CONDUCT OF MEMBERS OF STAFF.**—The Rules or orders regulating inquiries into allegations against servants of the State Government shall apply with the necessary modifications and adaptations to inquiries into the conduct of members of the staff attached to the High Courts.

**29C. APPEALS.**— (a) Every person on the staff attached to the High Court shall be entitled to appeal to the Chief Justice against any order passed by the Registrar General which imposes upon him any of the penalties specified in rule 29 or which interprets these rules to his disadvantage and the orders of the Chief Justice passed in appeal shall be final.

(b) An appeal against an order passed by the Chief Justice in the first instance imposing in such person any of the penalties specified in the rule 29 or interpreting these rules to the disadvantage of any such person shall lie to a Committee of three Judges to be constituted by the Chief Justice.

**29D. PERIOD OF APPEAL:**—No appeal shall be entertained if it is presented after three months of the order appealed against;

Provided that the Chief Justice or the Committee of Judges, as the case may be, may relax this rule if it is satisfactorily established that there were reasonable and sufficient grounds for delay in the presentation of the appeal.

**29E. OTHER CONDITIONS OF SERVICE.**—(1) Subject to these rule, the rules and orders for the time being in force and applicable to the servants of corresponding classes in the service of the Government of Rajasthan shall regulate the conditions of service of persons serving on the staff of the High Court.

Provided that the power exercisable under the said rules and orders by the 'Governor' of the State shall be exercisable by the Chief Justice, or by such persons as he may by general or special order, direct.

(2) If any question arises as to which rules and orders are

<sup>32</sup> Rule 29 is subs. by Notification No. 02/S.R.O./2004 dt. 24 July, 2004 pub. in Raj. Gaz. Pt. 1(b) dt. 29 July, 2004.

applicable to the case of any person serving of the staff, it shall be decided by the Chief Justice.<sup>33</sup>

**30. POWER TO RELAX THE RULES:—** In exceptional cases where the Chief Justice is satisfied that operation of the Rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Chief Justice is of the opinion that it is necessary or expedient to relax any of the provisions of these Rules with respect to age or experience of any person he may by orders dispensed with or relax the relevant provision of these rules to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favorable than the provisions already contained in these Rules.

**30A-**<sup>34</sup> Deleted

**31. REPEAL AND SAVING.—** The Rajasthan High Court (conditions of Service of Staff) Rules, 1953 and all orders in relation to matters covered by these Rules and in force immediately before commencement of these Rules are hereby repealed:

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

<sup>33</sup> Added Rule 29A, 29B, 29C, 29D, 29E vide Notification No. 02/S.R.O./2004 dt. 24 July, 2004 pub. in Raj. Gaz. Pt. 1(b) dt. 29 July, 2004.

<sup>34</sup> Ins. Vide Notification No. : 4/S.R.O./2016 Date : 15.12.2016, pub. In Raj. Gaz. Exty. Dated 11 Jan. 2017 and Deleted vide notification 07/SRO/2018 dt. 09.07.2018 due to withdrawn

**SCHEDULE-I**

**RULE -3 OF RAJASTHAN HIGH COURT STAFF SERVICE RULES, 2002**

**STRENGTH OF STAFF AS ON 31.03.2019**

| S.NO                  | NAME OF POST   | NUMBER OF POSTS |           |       | PAY MATRIX  | LEVEL IN PAY MATRIX | SPECIAL PAY/ ALLOWANCE   |
|-----------------------|--|-----------------|-----------|-------|---|---------------------|--|
|                       |  | PERMANENT       | TEMPORARY | TOTAL |   |                     |  |
| <b>GAZETTED POSTS</b> |  |                 |           |       |   |                     |  |
| 1                     | REGISTRAR GENERAL,<br>D.J. CADRE   | 1               | -         | 1     | The same pay as is admissible to the District and Sessions Judge in the Cadre of Super-time or Selection scale as the case may be |                     | Special Pay is admissible at the rate prescribed by the State Government from time to time |
| 2                     | REGISTRAR (EXAMINATION),<br>D.J. CADRE                                     | 1               | -         | 1     | “   |                     | "  |
| 3                     | REGISTRAR (VIGILANCE).<br>D.J. CADRE                                       | 1               | 1         | 2     | “   |                     | "  |
| 4                     | REGISTRAR (ADMINISTRATION)<br>D.J. CADRE                                   | 2               | -         | 2     | “   |                     | "  |
| 5                     | REGISTRAR (RULES)<br>D.J. CADRE  | -               | 1         | 1     | “   |                     | "  |
| 6                     | REGISTRAR (WRITS)<br>D.J. CADRE  | 1               | -         | 1     | “   |                     | "  |
| 7                     | REGISTRAR-CUM-PRINCIPAL SECRETARY TO THE HON'BLE CHIEF JUSTICE, D.J. CADRE | 1               | -         | 1     | “   |                     | "  |
| 8                     | REGISTRAR (CLASSIFICATION)<br>D.J. CADRE                                   | 2               | 2         | 4     | “   |                     | "  |
| 9                     | REGISTRAR H.Q. AT DELHI,<br>D.J. CADRE                                     | -               | 1         | 1     | “   |                     | "  |
| 10                    | REGISTRAR (JUDICIAL)<br>D.J. CADRE   | 2               | -         | 2     | “   |                     | "  |
| 11                    | REGISTRAR-CUM-CENTRAL PROJECT CO-ORDINATOR                                 | 1               | -         | 1     | “   |                     | "  |
| 12                    | DEPUTY REGISTRAR (EXAMINATION)<br>D.J. CADRE                               | 2               | -         | 2     | “   |                     | "  |
| 13                    | DEPUTY REGISTRAR (JUDICIAL) SENIOR CIVIL JUDGE CADRE                       | 4               | -         | 4     | The same pay as is admissible to the Senior Civil Judge in the RJS Cadre  |                     | "  |
| 14                    | SENIOR DEPUTY REGISTRAR (NON RJS)  | 6               | -         | 6     | 123100-203500   | L-21                | Special Pay is admissible at the rate prescribed by the State Government from time to time |
| 15                    | CONTROLLER OF PUBLICATION  | 1               | -         | 1     | 123100-203500   | L-21                | "  |
| 16                    | FINANCIAL ADVISOR  | 1               | -         | 1     | 123100-203500   | L-21                | "  |
| 17                    | DEPUTY REGISTRAR [ADMINISTRATION] (NON RJS)                                | 11              | 2         | 13    | 79900-199500  | L-19                | "  |

|    |   |    |    |    |              |      |   |
|----|---|----|----|----|--------------|------|---|
| 18 | DEPUTY REGISTRAR<br>[RECORDS]<br>(NON RJS)                                  | 1  | 1  | 2  | 79900-199500 | L-19 | " |
| 19 | DEPUTY REGISTRAR<br>[PROTOCOL]<br>(NON RJS)                                 | 4  | -  | 4  | 79900-199500 | L-19 | " |
| 20 | PRIVATE SECRETARY<br>-CUM- JUDGEMENT<br>WRITERS                             | 29 | 27 | 56 | 67300-195000 | L-16 | " |
| 21 | ASSISTANT REGISTRAR<br>(ADMN./JUDL/ PROTO-<br>COL)/ COURT OFFICER/<br>EXAM. | 26 | 4  | 30 | 67300-195000 | L-16 | " |
| 22 | SENIOR LIBRARIAN  | 2  | -  | 2  | 67300-195000 | L-16 | " |
| 23 | SENIOR ACCOUNTS OF-<br>FICER  | 1  | -  | 1  | 67300-195000 | L-16 | " |
| 24 | ADMINISTRATIVE OF-<br>FICER JUDICIAL  | 31 | 14 | 45 | 44300-140100 | L-12 | " |
| 25 | CHIEF ACCOUNTANT-<br>CUM- ADMINISTRA-<br>TIVE OFFICER JUDI-<br>CIAL         | 1  | -  | 1  | 44300-140100 | L-12 | " |
| 26 | ASSISTANT ACCOUNTS<br>OFFICER   | 7  | 3  | 10 | 44300-140100 | L-12 | " |
| 27 | COURT MASTER  | 28 | 27 | 55 | 44300-140100 | L-12 | " |
| 28 | STAMP REPORTER AND<br>COURT FEE EXAMINER                                    | 22 | 12 | 34 | 44300-140100 | L-12 | " |
| 29 | SENIOR PERSONAL AS-<br>SISTANT-CUM- JUDGE-<br>MENT WRITER                   | 19 | 1  | 20 | 44300-140100 | L-12 | " |

**NON GAZETTED POSTS**

|    |  |     |     |     |              |      |   |
|----|--|-----|-----|-----|--------------|------|---|
| 1  | GUEST HOUSE MAN-<br>AGER GRADE-I   | 3   | -   | 3   | 44300-140100 | L-12 | " |
| 2  | PROOF READER   | 4   | -   | 4   | 44300-140100 | L-12 | " |
| 3  | TRANSLATOR   | 16  | 4   | 20  | 37800-119700 | L-11 | " |
| 4  | PERSONAL ASSISTANT-<br>CUM- JUDGEMENT<br>WRITER                                      | 19  | 2   | 21  | 37800-119700 | L-11 | " |
| 5  | ACCOUNTANT   | 5   | 1   | 6   | 37800-119700 | L-11 | " |
| 6  | SENIOR JUDICIAL AS-<br>SISTANT   | 98  | -   | 98  | 37800-119700 | L-11 | " |
| 7  | LIBRARIAN  | 1   | 2   | 3   | 37800-119700 | L-11 | " |
| 8  | JUNIOR PERSONAL AS-<br>SISTANT   | 89  | 17  | 106 | 33800-106700 | L-10 | " |
| 9  | JUNIOR ACCOUNTANT  | 16  | 1   | 17  | 33800-106700 | L-10 | " |
| 10 | CARETAKER  | 5   | 1   | 6   | 33800-106700 | L-10 | " |
| 11 | ASSISTANT LIBRARIAN  | 2   | 2   | 4   | 33800-106700 | L-10 | " |
| 12 | CATALOGUER -CUM-<br>CLASSIFIER   | 2   | 2   | 4   | 26300-83500  | L-08 | " |
| 13 | JUDICIAL ASSISTANT   | 247 | 64  | 311 | 26300-83500  | L-08 | " |
| 14 | JUNIOR JUDICIAL AS-<br>SISTANTS/ INQUIRY<br>CLERK/ RECORD<br>WEEDER/ HOUSE<br>KEEPER | 458 | 213 | 671 | 20800-65900  | L-05 | " |

**TECHNICAL POSTS**

|   |                          |   |   |   |              |      |   |
|---|--------------------------|---|---|---|--------------|------|---|
| 1 | SYSTEM OFFICER           | - | 1 | 1 | 67300-195000 | L-16 | " |
| 2 | COMPUTER PROGRAM-<br>MER | - | 4 | 4 | 44300-140100 | L-12 | " |
| 3 | COMPUTER INFORMER        | 2 | 2 | 4 | 33800-106700 | L-10 | " |

|    |                            |    |    |    |             |      |   |
|----|----------------------------|----|----|----|-------------|------|---|
| 4  | INFORMATICS ASSISTANT      | 10 | 13 | 23 | 26300-83500 | L-08 | " |
| 5  | REFERENCE ASSISTANT        | 4  | -  | 4  | 20800-65900 | L-05 | " |
| 6  | LIBRARY RESTORER           | 15 | 30 | 45 | 20800-65900 | L-05 | " |
| 7  | EPABX OPERATOR             | 2  | 2  | 4  | 20800-65900 | L-05 | " |
| 8  | MOTOR MACHENIC-CUM- DRIVER | -  | 4  | 4  | 20800-65900 | L-05 | " |
| 9  | GENERATOR OPERATOR         | 1  | 1  | 2  | 20800-65900 | L-05 | " |
| 10 | DRIVER                     | 46 | 36 | 82 | 20800-65900 | L-05 | " |
| 11 | BOOK BINDER                | 4  | -  | 4  | 20800-65900 | L-05 | " |
| 12 | PUMP DRIVER                | 1  | 1  | 2  | 20800-65900 | L-05 | " |
| 13 | CARPENTER                  | 4  | -  | 4  | 20800-65900 | L-05 | " |
| 14 | LIFT OPERATOR              | 5  | 1  | 6  | 20800-65900 | L-05 | " |
| 15 | ELECTRICIAN                | 6  | 2  | 8  | 20800-65900 | L-05 | " |
| 16 | MACHINEMAN                 | 4  | -  | 4  | 17900-56800 | L-02 | " |

**CLASS-IV POSTS**

|    |                   |     |     |     |             |      |   |
|----|-------------------|-----|-----|-----|-------------|------|---|
| 1  | COOK              | 8   | 2   | 10  | 18200-57900 | L-03 | " |
| 2  | WAITER            | 10  | 2   | 12  | 17700-56200 | L-01 | " |
| 3  | JAMADAR           | 34  | 27  | 61  | 17700-56200 | L-01 | " |
| 4  | LIBRARY BOY       | 10  | -   | 10  | 17700-56200 | L-01 | " |
| 5  | DAFTARY           | 6   | -   | 6   | 17700-56200 | L-01 | " |
| 6  | BASTA BARDAR      | 8   | -   | 8   | 17700-56200 | L-01 | " |
| 7  | ORDERLIES & PEONS | 243 | 130 | 373 | 17700-56200 | L-01 | " |
| 8  | CYCLE SAWAR       | 6   | -   | 6   | 17700-56200 | L-01 | " |
| 9  | WATER MAN         | 3   | -   | 3   | 17700-56200 | L-01 | " |
| 10 | GARDNER           | 8   | 2   | 10  | 17700-56200 | L-01 | " |
| 11 | CHOWKIDAR         | 1   | 10  | 11  | 17700-56200 | L-01 | " |
| 12 | SWEEPER           | 18  | -   | 18  | 17700-56200 | L-01 | " |

**PART TIME STAFF / CONTRACTUAL BASIS POSTS**

|   |  |    |   |    |   |   |                        |
|---|--|----|---|----|---|---|------------------------|
| 1 | EDITOR (FIXED HONORARIUM POST)           | 1  | - | 1  | - | - | 5000/- FIXED MONTHLY   |
| 2 | ASSISTANT EDITOR (FIXED HONORARIUM POST) | 1  | - | 1  | - | - | 3000/- FIXED MONTHLY   |
| 3 | LEGAL RESEARCHER (FIXED HONORARIUM POST) | 38 | - | 38 | - | - | 20,000/- FIXED MONTHLY |
| 4 | COURT MANAGER                            | -  | - | 4  | - | - | 60500/- FIXED MONTHLY  |

Schedule-I, substituted vide Notification no. 06/SRO/2019 dt. 16.04.2019

**SCHEDULE- II**<sup>35</sup>**( See Rule 21)**

POSTS IN THE HIGH COURT WHICH HAVE BEEN EQUATED WITH CORRESPONDING POSTS IN THE GOVERNMENT SECRETARIAT FOR THE PURPOSE OF PAY SCALES

| <i>S.No.</i> | <i>Post in High Court</i>  | <i>Rajasthan Government Secretariat Post</i>  |
|--------------|--|---|
| 1            | <i>A. Assistant Registrar<br/>B. Court Officer</i>                           | <i>Assistant Secretary</i>  |
| 2            | <i>Private Secretary – Cum -Judgment Writer</i>                              | <i>Private Secretary to Commissioner &amp; Secretary to Government/Secretary to Government.</i> |
| 3            | <i>Senior Librarian</i>  | <i>Senior Librarian</i>   |
| 4            | <i>Librarian</i>   | <i>Librarian</i>  |
| 5            | <i>Administrative Officer Judicial</i>                                       | <i>Section Officer</i>  |
| 6            | <i>Chief Accountant-Cum-Administrative Officer Judicial</i>                  |   |
| 7            | <i>Guest House Manager Gr.I</i>  |   |
| 8            | <i>Assistant Accounts Officer</i>  |   |
| 9            | <i>Senior Personal Assistant cum Judgement Writer</i>                        | <i>Senior Personal Assistant</i>  |
| 10           | <i>Personal Assistant-Cum-Judgment Writer</i>                                | <i>Personal Assistant</i>   |
| 11           | <i>Accountant</i>  | <i>Accountant</i>   |
| 12           | <i>Junior Accountant</i>   | <i>Junior Accountant</i>  |
| 13           | <i>Court Master</i>  | <i>Office Assistant</i>   |
| 14           | <i>Stamp Reporter</i>  |   |
| 15           | <i>Court Fee Examiner</i>  |   |
| 16           | <i>Senior Judicial Assistant</i>   |   |
| 17           | <i>Translator</i>  | <i>Vidhi Rachnakar</i>  |
| 18           | <i>Junior Personal Assistant</i>   | <i>Stenographer</i>   |
| 19           | <i>Care Taker</i>  | <i>Care Taker</i>   |
| 20           | <i>Assistant Librarian</i>   | <i>Assistant Librarian</i>  |
| 21           | <i>Cataloguer cum Classifier</i>   | --  |
| 22           | <i>Judicial Assistant</i>  | <i>Upper Division Clerk</i>   |
| 23           | <i>Junior Judicial Assistant/ Enquiry Clerk/ House keeper/Record Weeders</i> | <i>Lower Division Clerk/Enquiry Clerk/ House keeper/ Record Weeders</i>                         |
|              | <b><i>Technical Posts</i></b>  | <b><i>Technical Posts</i></b>   |
| 1            | <i>Computer Informer</i>   | --  |
| 2            | <i>Data Entry Operator</i>   | --  |

|    |  |   |
|----|--|---|
| 3  | <i>Reference Assistants</i>  | <i>Reference Assistants</i>   |
| 4  | <i>Library Restorers</i>   | --  |
| 5  | <i>E.P.A.B.X. Operators</i>  | <i>E.P.A.B.X. Operators</i>   |
| 6  | <i>Telex Operator</i>  | <i>Telex Operator</i>   |
| 7  | <i>Motor Mechanic Cum Driver</i>   | <i>Motor Mechanic Cum Driver</i>                                    |
| 8  | <i>Generator Operator</i>  | <i>Generator Operator</i>   |
| 9  | <i>Driver</i>  | <i>Driver</i>   |
| 10 | <i>Book Binder</i>   | <i>Book Binder</i>  |
| 11 | <i>Pump Driver</i>   | <i>Pump Driver</i>  |
| 12 | <i>Carpenter</i>   | <i>Carpenter</i>  |
| 13 | <i>Liftman</i>   | <i>Liftman</i>  |
| 14 | <i>Electrician</i>   | <i>Electrician</i>  |
| 15 | <i>Machineman</i>  | <i>Machineman</i>   |
|    | <i>Class IV</i>  |   |
| 1  | <i>Cook</i>  | <i>Cook</i>   |
| 2  | <i>Waiter</i>  | <i>Waiter</i>   |
| 3  | <i>Jamadar/Basta Bardar Daftari/ Library Boy and other similar posts</i>       | <i>Jamadar/ Daftaries etc.</i>                                      |
| 4  | <i>Peons/Orderlies/Cycle Sawar <sup>36</sup> etc. and other Class IV posts</i> | <i>Peons/Orderlies/Cycle Sawar etc. &amp; others class IV posts</i> |
|    | <i>PART TIME STAFF</i>   |   |
| 1  | <i>Editor</i>  | --  |
| 2  | <i>Assistant Editor</i>  | --  |

**HIGH COURT OF JUDICATURE FOR RAJASTHAN AT  
JODHPUR  
ORDER  
Jodhpur, December 5, 2002**

Estt/ H.C./2001/378.-In pursuance of Rules 4, 5, 7 & 22 of the Rajasthan High Court Staff Service Rules, 2002 and in supersession of all previous Orders issued from time to time in this behalf, Hon'ble the Chief Justice has been pleased to specify the following methods of recruitment and qualifications for appointment to the various posts specified in the second column of Schedule-I<sup>37</sup> appended to the said rules.

**PART -I  
A. MINISTERIAL STAFF**

**(1) JUNIOR JUDICIAL ASSISTANT<sup>38/</sup> ENQUIRY CLERK/ RECORD WEEDEr.**— Recruitment to the post of Junior Judicial Assistant /Enquiry Clerk/Record weeder shall be made by direct recruitment after holding a competitive examination:

Provided that 15% of the total number of vacancies of the Junior Judicial Assistant /Enquiry Clerk/Record Weeder in the Court shall be reserved for being filled in by promotion from amongst the class IV Employees who have put in five<sup>39</sup> years service in the establishment of the Court and possess the academic qualification of Senior Higher Secondary Examination (10+2) or its equivalent examination of the Rajasthan Secondary Education Board or equivalent examination from any University or Board, recognised by the Government, for the purpose:

Provided further that 15% of the total number of vacancies of the Junior Judicial Assistant may be filled in at the discretion of the Chief Justice by absorption on request from amongst the technical staff on the establishment of the High Court provided that the candidate is Senior Higher Secondary Examination (10+2) or its equivalent examination of the Rajasthan Secondary Education Board or equivalent examination from any University or Board recognised by the Government for the purpose.<sup>40</sup>

**(i) EDUCATIONAL QUALIFICATIONS.**— Candidate must be a graduate of any University established by law in India or equivalent examination from any University recognised by the Government for the purpose and must have basic knowledge of computer -<sup>41</sup>

<sup>37</sup> For the existing word "Schedule" wherever appears in the existing Rules be subs. by "Schedule-I". vide Notification No. 02/S.R.O./2004 dt. 24 July, 2004 pub. in Raj. Gaz. Pt. 1(B) dt. 29 July, 2004.

<sup>38</sup> In part I to VIII of the Estt. order the expressions "Superintendent, Chief Accountant-cum-Superintendent, Stenographer, Office Assistant, Upper Division Clerk, Lower Division Clerk" wherever appear, shall be subs. by the expressions "Administrative Officer Judicial, Chief Accountant-cum-Administrative Officer Judicial, Junior Personal Assistant, Senior Judicial Assistant, Judicial Assistant, Junior Judicial Assistant" respectively. (Subs. vide Notification No. Estt./HC/2004/156 dt. 24 July, 2004).

<sup>39</sup> Subs. Word "five" by Notification No. Estt./HC/ 2004/156 dt. 24 July, 2004 Pub. in Raj. Gaz. Pt I(b) dt. 29 July, 2004.

<sup>40</sup> Subs. the words in the third para of Rule (1) part I -A vide Notification No. Estt./HC/ 2004/156 dt. 24 July, 2004 Pub. in Raj. Gaz. Pt i(b) 29 July, 2004.s

<sup>41</sup> Substituted words "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India;  
or  
Computer Operator & Programming Assistant (COPA)/ Data Preparation & Computer Software (DPCS) certificate organized under National/State council of Vocational Training Scheme;  
or  
Diploma in Computer Science/ Computer Application from a university established by Law in India or from an institution recognized by the Government;

(ii) **EXAMINATION.**<sup>42</sup>— A competitive examination shall be held to test the ability of the candidate in the following subjects & each subject will carry the number of marks shown as under :-

(a) **SECTION – A**

(i) **WRITTEN TEST-** The written test shall consist of one paper of 300 marks comprising of :-

Part A Hindi 100 Marks

Part B English 100 Marks

Part C General Knowledge 100 Marks

Each Part shall have 50 Multiple Choice Questions

bearing two Marks for each question.

(ii) **DURATION : Two Hours**

(b) **SECTION – B**

(i) **TYPE-WRITING TEST ON COMPUTER**

There will be Speed Test on Computer.

**Speed :** Minimum speed should be 8000 depressions per hour on computer. Data will have to be fed in English Language or in dual language, i.e. English and Hindi.

The test will be of 100 marks which will consist of speed test and efficiency test carrying 50 marks each (total 100 marks).

(ii) **Duration : Ten Minutes**

**Note :**

(i) The syllabus and scope of each subject of the written examination will be as prescribed by the High Court from time to time and will be intimated to the candidates within stipulated time through web-site or in the manner as the High Court deem fit.

(ii) Those candidates who secure minimum 50% marks and 45% marks in case of Specially abled persons and SC/ST candidates in the written test shall be eligible for appearing in the type writing test on computer, subject to the extent of 15 times of the number of vacancies or as the Appointing Authority may deem appropriate but in the said range all those candidates who secure the same percentage of marks shall be included.<sup>43</sup>

(2) **JUDICIAL ASSISTANTS** <sup>44</sup>— Recruitment to the post of Judicial Assistants shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-merit from amongst the Junior Judicial Assistants, Housekeeper, Enquiry Clerk, EPABX Operator<sup>45</sup> and Record Weeder.

(3) **CARE TAKER.**— Recruitment to the post of Care Taker shall be made by promotion on the recommendation of a

or  
Diploma in Computer Science & Engineering from a Polytechnic Institution recognized by the Government ;

or  
Rajasthan State Certificate Course in Information Technology(RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited ;

or  
Senior Secondary School examination with Computer Science as an optional subject;

or  
Any equivalent or higher qualification.” vide Notification No. Estt./HC/2014/229 dt. 02 June, 2014.

<sup>42</sup> Subs. vide Notification no. Estt./HC/2015/207 dt. 21May,2015 vide Notification Dated 25.05.2015

<sup>43</sup> Subs. vide Notification No. Estt./HC/2016/387 dt. 5 Sept.,2016.

<sup>44</sup> In part I to VIII of the Establishment order the expressions “Superintendent, Chief Accountant-cum-Superintendent, Stenographer, Office Assistant, Upper Division Clerk, Lower Division Clerk” wherever appear, shall be subs. by the expressions “Administrative Officer Judicial, Chief Accountant-cum-Administrative Officer Judicial, Junior Personal Assistant, Senior Judicial Assistant, Judicial Assistant, Junior Judicial Assistant” respectively. (Subs. vide Notification Notification No. Estt./HC/2004/156 dt. 24 July, 2004).

<sup>45</sup> Ins. vide Notification No. Estt./HC/2014/94 dt. 10 March, 2014.

Committee nominated by the Appointing Authority adjudging merits on the basis of personal interviews of the candidates from amongst the Judicial Assistants.

**(4) STAMP REPORTER AND COURT FEE EXAMINERS.**

— Recruitment to the post of Stamp Reporter and Court-fee Examiner shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the Criteria of seniority-cum-merit from amongst the Judicial Assistants or officials in the equivalent or above grade but below the grade of Stamp Reporter and Court Fee Examiner, who have secured 40% of marks in the qualifying test in the following subjects :—

1. Rajasthan High Court Rules, 1952 Chapters 4 (Affidavits), 5 (Jurisdiction of Judges sitting alone or in Division Bench), 9 (appeals and applications), 10 (appeal or applications by or against legal representatives), 11 (presentation of appeals and applications), 18 (proceedings other than original trials), 21 (Habeas Corpus), 22 (directions, orders or writs under Art. 226 of the Constitution) and 23 (appeals to the Supreme Court of India). 2. Limitation Act, and 3. Raj. Court-fees and Suits Valuation Act.

**(5) TRANSLATORS.**— Recruitment shall be made on 75% posts by direct recruitment and on 25% posts from amongst the Judicial Assistants or Junior Judicial Assistants having experience of 3 years by holding a test in English and Hindi translation. Candidates shall be given passages in English from the judgments and records and shall be asked to translate them into Hindi. Similarly, passages in Hindi from the records or from some other books etc. shall be given and the candidates shall be asked to translate them into English.

Minimum qualification shall be Post Graduate in English Literature from any recognized university established by law in India.

Preference shall be given to a Law Graduate.

A candidate shall have to secure minimum 60% marks in each paper and 75% marks in aggregate.<sup>46</sup>

**(6) SENIOR JUDICIAL ASSISTANTS.**— Recruitment to the post of Senior Judicial Assistant shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-merit from amongst the Judicial Assistant, Care Taker and Computer Informer.

**(7) COURT MASTERS.**— Recruitment to the post of Court Master shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging the suitability of the candidates on the criteria of seniority-cum-merit from amongst the Stamp Reporters and Court fee Examiner.

**Explanation-** The pay scale including Grade Pay of Stamp reporters cum Court Fee Examiners and Court Masters will be same. Likewise, Stamp reporters cum Court Fee Examiners will be entitled for gazetted status at par with Court Masters.<sup>47</sup>

<sup>46</sup>

Re-Substituted vide Notification No. Estt./HC/2014/94 dt. 10 March, 2014.

<sup>47</sup>

Explanation inserted No. Estt/HC/2016/378 Dated 30 August,2016, pub. In Raj. Gaz. Exty. dt.18. Oct.2016 with effect from 01.01.2006.

**(8) TRANSLATORS (SENIOR SCALE).-** Deleted <sup>48</sup>**(9) GUEST HOUSE MANAGER GRADE-I.—**

**1. METHOD OF RECRUITMENT.—** Recruitment to the post of Manager Grade-I shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of merit from amongst the Officials on the establishment of the High Court working on the post carrying the pay scale higher than the Judicial Assistant.

**2. QUALIFICATIONS FOR APPOINTMENT.—** The candidate Must—

(i) be a (Deleted word ) <sup>49</sup> Graduate of any University established by Law in India or equivalent examination from any University recognised by the Government for the purpose with certificate in Hotel Management and Catering from an institution, approved and recognised by Rajasthan or Central Government of India or having experience of one year in Hotel Management and catering of any reputed Hotel or establishment.

OR

(ii) be a (Deleted word)<sup>50</sup> Graduate of any University established by Law in India or equivalent examination from any University recognised by Government for the purpose with the minimum experience of 5 years on the post of Care Taker.

**(9-A) PROOF READERS :** The post of Proof Readers shall be filled in :-

By Direct Recruitment on the basis of personal interview taken by Hon'ble The Chief Justice or any other Judge/ Judges in-charge of ILR nominated by Hon'ble The Chief Justice in this behalf from amongst the eligible candidates having Graduation with English as optional subject with Two years' Experience of proof reading in publication of Law journal;

Or

By Promotion from amongst High Court staff members in pay scale of Rs. 5,500-175-9,000/-(corresponding new pay scale is PB-2, 9300-34800. Grade Pay-3600) for minimum five years, on the recommendation of a committee nominated by the Appointing Authority. <sup>51</sup>

**(10) ADMINISTRATIVE OFFICER JUDICIAL.—** Recruitment to the post of Administrative Officer Judicial shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-merit from amongst the Senior Judicial Assistants/Translators in the ratio 3:1 i.e. first three Senior Judicial Assistant be promoted as Administrative Officer Judicial, then one Translator be promoted as Administrative Officer Judicial and then the same rotation be repeated.

<sup>48</sup> Deleted vide Notification No. Estt./HC/2004/156 dt. 24 July, 2004 Pub. In Raj. Gaz. Pt i(b) 29 July, 2004.

<sup>49</sup> Word "post" deleted vide Order No. Estt./HC/2005/277 dt. 5 May, 2005.

<sup>50</sup> Word "post" deleted vide Order No. Estt./HC/2005/277 dt. 5 May, 2005.

<sup>51</sup> Ins. Rule 9A vide Notification No. Estt./HC/2010/195 dt. 21 June, 2010.

Provided, only those translators, who have minimum three years experience as translator, shall be eligible for consideration.<sup>52</sup>

**(11) CHIEF ACCOUNTANT—CUM—ADMINISTRATIVE OFFICER JUDICIAL.**— Recruitment to the post of Chief Accountant-cum-Administrative Officer Judicial shall be made on the recommendation of a Committee nominated by the Appointing Authority Adjudging suitability of the candidate on the criteria of seniority-cum-merit from amongst the Accountants having minimum two years experience on the post.

**(11-A) ASSISTANT CONTROLLER OF PUBLICATION.**- The post of Assistant Controller of Publication shall be filled in :-

By Direct Recruitment on the basis of personal interview taken by Hon'ble The Chief Justice or any other Judge/ Judges in charge of ILR nominated by Hon'ble the Chief Justice in this behalf from amongst the eligible candidates having Graduation with English as optional subject with Degree of Laws (LL.B.) and Three years' experience of publication in Law Journals:

Or

By promotion from amongst Proof Reader with Ten years Experience, and if aforesaid is not eligible or found suitable, may be appointed from High Court staff members in pay scale of Rs. 6,500-10,500 (corresponding new pay scale is PB-2, 9300-34800. Grade Pay-4200) for minimum five years on the recommendation of a committee nominated by the Appointing Authority.<sup>53</sup>

**(12) ASSISTANT REGISTRARS/ COURT OFFICERS.**— Recruitment to the post of Assistant Registrar/Court Officer shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the Candidates on the criteria of merit from amongst the Administrative Officer Judicial, Guest House Manager Grade-1, Assistant Accounts Officers Chief Accountant-Cum-Administrative Officer Judicial<sup>54</sup> and Court Masters.

राजस्थान सेवा नियमों के नियम 7(10 ए) के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए राज्य सरकार राजस्थान उच्च न्यायालय के कोर्ट मास्टर के पद को एतद्वारा राजपत्रित पद के रूप में घोषित करती है। यह घोषणा वित्त (नियम) विभाग के आई.डी. क्रमांक 378/एफडी/आर/09 दिनांक 2.3.09 द्वारा प्रदत्त अनुमोदन के आधार पर की जाती है।

अधिसूचना क्रमांक : प. 11(5)न्याय/07 दिनांक : 03.03.09

**(13) DEPUTY REGISTRARS (NON-R.J.S.)-** The promotion to the post of Deputy Registrar (Non R.J.S.) shall be made by the Hon'ble Chief Justice from amongst the Assistant Registrars/Court Officers & Private Secretaries-cum-Judgement Writers on merit.

**EXPLANATION:**— 50% of the posts of Deputy Registrar (Non R.J.S.) shall be reserved for the Private Secretaries-cum-Judgement Writers and 50% for the Assistant Registrar/ Court Officer. The post, occurred on account of retirement, or otherwise, of a person who was Private Secretary-cum-Judgement Writer or Assistant Registrar/ Court Officer, as the case may be, shall be

<sup>52</sup> Subs vide Clause 10 of Part I shall be subs. by Order No./Estt./HC/2012/240 dt. 23 Aug., 2012.

<sup>53</sup> Ins. Rule 11 A vide Notification No. Estt./HC/2010/195 dt. 21 June, 2010.

<sup>54</sup> Words Added in Rule 12 vide Estt./HC/2008/102 dt. 8 May, 2008.

filled in from amongst the Private Secretaries-cum-Judgement Writers or Assistant Registrars/ Court Officers, respectively.

**(13-A) – Controller of Publication** – Recruitment to the post of Controller of publication shall be made by direct recruitment from the candidates having Graduation with English as optional subject, with degree of Laws (L.L.B.) and seven years' experience of Publication of Law Journals.

In case a candidates from direct recruitment is not available or recruitment is not held for some period, the post may be filled by:-

(i) transfer from and amongst the staff of Rajasthan High Court in the pay scale in PB-3, Rs. 15600-39100, Grade Pay (Rs. 6600) for seven years and experience of five years in publication of Law Journals.

OR

(ii) transfer from the Senior Civil Judge (Selection Scale) cadre of Rajasthan Judicial Service.<sup>55</sup>

**“(13-B) – Senior Deputy Registrar (Non-RJS) :-** The promotion to the post of Senior Deputy Registrar (Non R.J.S.) shall be made by the Hon’ble Chief Justice from amongst the Deputy Registrar (Non R.J.S.) having minimum 2 years experience on the post of Deputy Registrar (Non R.J.S.) and total service experience of 30 years, on merit.”<sup>56</sup>

## PART-II

### JUNIOR PERSONAL ASSISTANT STAFF

**(14) JUNIOR PERSONAL ASSISTANT.-** Recruitment to the post of Junior Personal Assistant (English) or Junior Personal Assistant (Hindi) shall made by direct recruitment after holding a Competitive Examination.

(a) Educational Qualification :

(i) Candidate must be a graduate of any university established by Law in India or its equivalent examination from any university recognized by the Government for the purpose; and

(ii) Must have basic knowledge of computer<sup>57</sup>.

(b) Mode of Selection:- The Competitive examination shall include shorthand dictation and transcription of same on computer as follows:-<sup>58</sup>

<sup>55</sup> Subs. vide Notification No. Estt./HC/2015/455 dated 17.11.2015.

<sup>56</sup> Ins. Rule 13 B vide Notification No. Estt./HC/2015/481 dt. 10 Dec., 2015, Pub In Raj.Gaz. Exty. Part I[B] dated 17.12.2015.

<sup>57</sup> Substituted words “O” level certificate course conducted by DOEACC under control of the Department of electronics;

Or

Computer Operator & Programming Assistant (COPA)/ Data Preparation & Computer Software (DPCS) certificate organized under National/ State council of Vocational Training Scheme;

Or

Diploma in Computer Science/ Computer Application from any university established by Law in India or from an institution recognized by the Government;

Or

Diploma in Computer Science & Engineering from a Polytechnic Institution recognized by the Government. - vide Notification No. Estt./HC/2014/229 dt. 02 June, 2014.

<sup>58</sup> Subs. “Mode of Selection” vide Notification No. Estt./HC/2013/150 dt. 18 May, 2013.

|  |            |                     |       |
|--|------------|---------------------|-------|
| Jr. Personal Assistant (English)                                     | Duration   | Speed of Dictation  | Marks |
| English Shorthand  | 8 Minutes  | 90 words per Minute | 50    |
| Transcription and typing of Dictated passage in English on computer. | 60 Minutes | --                  |       |
| Jr. Personal Assistant (Hindi)                                       | Duration   | Speed of Dictation  | Marks |
| Hindi Shorthand  | 8 Minutes  | 75 words per Minute | 50    |
| Transcription and typing of Dictated passage in Hindi on computer.   | 70 Minutes | -                   |       |

(c) Method of Conducting Stenography Test.-

(1) The test will be called Shorthand speed assessment test.

(2) Before dictating the final Shorthand passage to the candidates a trial passage containing 200-250 words should be dictated at the same speed at which the final passage is intended to be dictated. The trial passage need not be transcribed and will not taken into account while marking.

(3) After a lapse of two three minutes, of the dictation of trial passage, the final passage should be dictated by the same person keeping in view the uniformity of speed which can be achieved by marking the passage after every 80-100 words as the case may be.

(4) After the passage is dictated, five minutes time should be allowed to the candidates for reading the dictated passage.

(5) The candidates should be required to transcribe the passage on Computer. The trial passage, the shorthand sheets and transcription sheets should be attached together. All the three sheets should bear the name, date, Roll No. of the candidate.

(d) Method of Evaluation of Transcribed sheets.- (1) The mistakes shall be counted as full or partial mistakes, as the case may be.-

(a) The following should be counted as full mistakes.-

- (1) Omission of words or figure.
- (2) Substitution of wrong word or figure.
- (3) Misspelling.
- (4) Two partial mistakes will be equal to one full mistake.

(b) The following should be counted as partial mistakes.-

- (1) Error or Omission in punctuation.
- (2) Wrong use of capital or small letters.
- (3) Wrong indentation of paragraph.

(2) The margin of 5% mistakes, may be allowed. If the mistakes/ omissions are more than 5% of the dictated passage, the excess number of mistakes over 5% shall be deducted from the total number of words dictated and the speed will be calculated.

**Example.-**

- (1) If the mistakes in a dictated passage of 1000 words in 10 minutes are 50, (5% of 1000) by giving a margin of 5% the speed shall be calculated to be 100 words per minute.
- (2) If the mistakes in a dictated passage of 1000 words are 100,

the margin in 50 words (5 percent of 1000) the excess 50 words (1000-50=950) words.

This shall be divided by the time by 10 minutes. It comes to 950/10=95 words per minute.<sup>59</sup>

**(15) PERSONAL ASSISTANT CUM JUDGEMENT WRITER.-** Recruitment on the posts of the Personal Assistant cum Judgement Writer shall be made by promotion to 25% posts on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-efficiency and 75% on the basis of seniority-cum-merit from amongst the Junior Personal Assistants.

The ratio of 1:3 on the basis of seniority-cum-efficiency and seniority-cum-merit shall be vacancy based and the selection shall be made by rotation i. e. the first vacancy shall be filled in on the basis of seniority-cum-efficiency and second, third and fourth vacancies shall be filled in on the basis of seniority-cum-merit.

Provided that no Junior Personal Assistant shall be eligible for promotion to the post of personal Assistant-cum-judgement Writer unless he has put in minimum 4 years service on the post of Junior Personal Assistant.

Provided further that in case of non-availability of suitable candidates from amongst the existing Junior personal Assistant on the establishment of the High Court the posts shall be filled in either by mode of transfer or deputation of suitable candidates from the Personal Assistants of Subordinate Courts or Senior Junior Personal Stenographer/ Personal Assistants of the Government Department of Rajasthan.

#### **EFFICIENCY TEST**

The suitability of the candidates for promotion against 25% posts of Personal Assistant cum Judgement Writers which are to be filled in on the basis of criteria of seniority-cum-efficiency, shall be adjudged on the basis of qualifying examination to be held to test the ability of the candidates in Shorthand speed.

#### **QUALIFYING TEST**

I. Shorthand (English) 95 words per minute

Or

(Hindi) 75 words per minute

**Note: 5 minutes dictation given in Shorthand shall be transcribed within 45 minutes.**<sup>60, 61</sup>

**(16) SENIOR PERSONAL ASSISTANTS-CUM-JUDGEMENT WRITERS.—** Recruitment to 50% posts of Senior Personal Assistants-cum-Judgement Writers shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of candidates on the criteria of seniority-cum-merit from amongst the Personal Assistants-cum-Judgment Writers and 50% on the basis of seniority-cum-efficiency from amongst the Personal Assistant-cum-Judgement Writers:

<sup>59</sup> Clause 14 subs. vide Notification No. Estt./HC/2012/196 dt. : 7 July, 2012.

<sup>60</sup> The existing clause 15 subs. vide Notification No. Estt./HC/2005/261 dt. 29 Sept., 2005.

<sup>61</sup> Subs. existing criteria under heading "Qualifying Test" vide Order No. Estt./HC/2013/150 dt. 18 May, 2013.

Provided that no Personal Assistant shall be eligible for promotion to the post of Senior Personal Assistant-cum-Judgement Writer unless he has put in minimum 5 years service on the post of Personal Assistant-cum-Judgement Writer.

**Efficiency Test.**— The suitability of the candidates for promotion against 50% posts of Senior Personal Assistant-cum-Judgement Writers, which are to be filled in on the basis of criteria of seniority-cum-efficiency, shall be adjudged on the basis of qualifying examination to be held to test the ability of the candidates in Short-hand speed.

**QUALIFYING TEST.—**

1. Shorthand (English) 100 words per minute  
or  
(Hindi) 80 words per minute

**Note:— 6 minutes dictation given in Shorthand shall be transcribed within 45 minutes.** <sup>62</sup>

**(17) PRIVATE SECRETARY—CUM— JUDGEMENT WRITER.**— Recruitment to the post of Private Secretary-cum-Judgement Writer shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of merit alone from amongst the Senior Personal Assistants-cum-Judgment Writers.

**PART-III  
ACCOUNTS STAFF**

**(18) JUNIOR ACCOUNTANTS.— (1) Mode of Recruitment:**— Recruitment to the post of Junior Accountant shall be made by selection on the recommendation of a Committee nominated by the Appointing Authority from amongst the Graduate Judicial Assistants and Graduate with 5 years service as Junior Judicial Assistants on establishment of the High Court. <sup>63</sup>

**PROCESS OF SELECTION  
WRITTEN TEST**

There will be following two papers, carrying each 50 marks and 3 hrs. duration. Minimum pass marks in each paper will be 20.

- Paper -I:— (1) Rajasthan Service Rules, 1951  
(Chapter Nos. II, III, IV, X, XI, XIII, XIV, XV & XVI)  
(2) Rajasthan Civil Services (Joining Time) Rules, 1981.  
(3) Rajasthan Civil Services (Pension) Rules, 1996.  
(4) Rajasthan Travelling Allowance Rules.

- Paper-II:— (1) General Financial and Accounts Rules, 1951  
(Chapter Nos. II, III, IV, X, XI, XIII, XIV, XV & XVI)  
“(2) Rajasthan Budget Manual 2012 (VII Edition)<sup>64</sup>  
Chapter-1 Overview  
Chapter-2 Definitions and General Explanations.  
Chapter-7 Role of Financial Advisors.

<sup>62</sup> Subs. existing criteria under heading “Qualifying Test” vide Order No. Estt./HC/2013/150 dt. 18 May, 2013.

<sup>63</sup> Subs. Rule 28 vide Notification No. Estt./HC /2004/156 dt. 24 July, 2004 pub. in Raj. Gaz., Exty. dt. 29 July, 2004 pt. I [B] page 52.

<sup>64</sup> Subs. vide notification Estt.HC/2018/123 dated 30.03.2018.

Chapter-8 Role of Budget Controlling officers and Drawings and Disbursing officers (with Appendix-A,Appendix-B).  
 Chapter-10 Budget Circular with Annexure-6  
 Chapter-11 Estimates of Revenue and Receipts.  
 Chapter-13 Estimates of Expenditure.  
 Chapter-22 Revised Estimates.  
 Chapter-26 Review of Revenue and Receipts.”

#### **PERSONAL INTERVIEW**

The successful candidates will be called for a personal interview, which will be of 25 marks.

**(19) ACCOUNTANTS.**— Recruitment to the post of Accountant shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-merit from amongst the Junior Accountants.

**(20) ASSISTANT ACCOUNT OFFICERS.**— Recruitment to the post of Assistant Account Officer shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-merit from amongst the Accountants.

**(21) SENIOR ACCOUNTS OFFICER:**— It is deputation post of D. T. A.

#### **PART-IV LIBRARY STAFF**

<sup>65</sup>**(22) REFERENCE ASSISTANT AND LIBRARY RESTORERS-** The selection on the posts of Library Restorer and Reference Assistant shall be made through direct recruitment by Competitive Examination.

#### **QUALIFICATIONS-**

Candidate must possess degrees of Graduation and Bachelor of Library Science from any university established by Law in India or equivalent examination from any university recognized by the Government.

The scheme of examination shall be as under:-

#### **WRITTEN TEST-**

| <b>Paper</b>                           | <b>Marks</b>     | <b>Time</b> |
|--|------------------|-------------|
| Part-I Library and Information Science | 150              | 2 Hours     |
| Part-II Basic Knowledge of Computer    | 50               |             |
|  | Total Marks- 200 |             |

- (i) There shall be Multiple Choice Questions (Objective type) carrying equal marks for each question.
- (ii) There will be 1/3 negative marking of each wrong answer.
- (iii) The selection will be made on the basis of merit as

per marks obtained in the Written Examination.

Note:- The syllabus and scope of the Question Paper will be as prescribed by the High Court from time to time which shall be intimated to the candidates through web-site of Rajasthan High Court.

**(23) CATALOGUER/CLASSIFIER.**— Recruitment to the post of Cataloguer/Classifier shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-merit from amongst the Reference Assistants/Library Restorer having minimum three years experience on the post.

**“(24) ASSISTANT LIBRARIAN.**- Recruitment to the post of Assistant Librarian shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-merit from amongst the Cataloguer/Classifier having minimum three years experience on the post.<sup>66</sup>

**(25) LIBRARIAN.**— Recruitment to the post of Librarian shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of seniority-cum-merit from amongst the Assistant Librarians having minimum three years experience on the post.

**(26) SENIOR LIBRARIAN.**— Recruitment to the post of Senior Librarian shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority adjudging suitability of the candidates on the criteria of merit from amongst the Librarians.

## **PART-V COMPUTER STAFF**

**(27) INFORMATICS ASSISTANT<sup>67</sup>.**— Recruitment to the post of Informatics Assistant shall be made by direct recruitment through competitive examination.

**(i) QUALIFICATIONS & OTHER CONDITIONS OF RECRUITMENT.**— (i) Candidate must be a graduate of any University established by Law in India or equivalent examination from any University recognised by the Government for the purpose and having passed the Certificate Course in computer application from any recognised Institution.

(ii) Minimum speed of Data Entry will be 8000 depressions per hour on computer.

(iii) Every candidate must possess the thorough knowledge of the Hindi writing in Devnagri Script.

**(ii) WRITTEN TEST.**— (1) There shall be a written test to test the knowledge of the candidate in Computer Fundamentals

<sup>66</sup> Substituted vide Rajasthan High Court Notification No. Estt/Hc/2017/223 Date :08.05.2017 Pub In Raj.Gaz. Exty Part I-B dated 11.05.2017 Page 379.

<sup>67</sup> Subs. vide Notification No. Estt./HC/2011/181 dt. 8 July, 2011.

including;

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning.

Definition and functions of various components of Computers, Primary and Secondary Storage concepts, Data Storage Media, Input/ Output devices and their functions, Classification of Computers and related characteristics.

Concept of Operating Systems, Low and High Level Languages, Characteristics and difference in System and Application Software.

Features/Characteristics of Personal Computers, Characteristics of general packages like word-processing, data base, spread sheet in English as well as Hindi Languages on Personal Computers. PC Operating System and Operations. Concept of Desk Top Publishing under DOS & WINDOWS environment in English as well as Hindi Languages.

Data Entry/Verification methods, source of input data, Data corrections, input/output control for data validity, error detection, Backup and retrieval methods.

(2) The paper shall be of 100 marks and of 1 hour's duration.

(3) Speed test of the Data Entry will be taken on computer. In Data Entry speed test the Data will have to fed in English language or in dual language i. e. English & Hindi.

(4) The speed test will be of maximum 100 marks.

(5) The candidate who will secure 40 % marks in aggregate and 35 % marks in each paper of written and speed test will be qualified to appear in interview.

(6) Those candidate who will qualify the test will be required to appear for personal interview which will be of 25 marks.

**(27-A) Deleted**<sup>68</sup>

**(28) COMPUTER INFORMER.**— Recruitment to the post of Computer informer shall be made by promotion on the recommendation of a Committee nominated by the Appointing Authority and adjudging the suitability of the candidates on the criteria of seniority-cum-merit from amongst Informatics Assistant having minimum two years experience on the post.<sup>69</sup>

**(28-A) PROGRAMMER** – Recruitment to the post of Programmer shall be made by Direct Recruitment.

#### **QUALIFICATION :-**

(1) M.C.A. or B.E. /B.Tech./M.Sc. in information technology or Computer Science or Electronics & Communications from a recognised University established by law in India or a qualification

<sup>68</sup> Rule 27-A is deleted vide Estt./HC/2011/181 dt. 8 July, 2011 was Ins. vide Notification No. Estt./HC/2010/195 dt. 21 June, 2010.

<sup>69</sup> Subs. Rule 28 vide Notification No. Estt./HC/2004/156 dt. 24 July, 2004 pub. in Raj. Gaz. Exty. dt. 29 July, 2004 pt. I [B] page 52.

recognised as equivalent thereto by the Government.

OR

M.Tech. Degree in Information Technology or Computer Science or Electronics & Communication from a recognised University established by law in India or a qualification recognised as equivalent thereto by the Government.

OR

M.B.A. (Information Technology) from a University established by law in India or a qualification recognised as equivalent thereto by the Government.

AND

(2) Two Years' post qualification work experience in programming in JAVA/Dot Net/VB/J2EE in a Government Organisation/ Government Undertaking/Public Limited/ Private Limited Company ;

Provided that in case sufficient number of candidates possessing prescribed experience are not available, the condition of experience can be relaxed by the High Court.<sup>70</sup>

**“PART – V (A)”<sup>71</sup>**

**DELETED**

**PART -VI**

**TECHNICAL STAFF**

**(29) E. P. A. B .X. OPERATOR.**— Recruitment to the post of E. P. A. B .X. Operator shall be made by direct recruitment after holding a job Test & Personal Interview from amongst the eligible candidates on the recommendation of a Committees nominated by the Appointment Authority.

**(1)Educational Qualifications.—**

- (i) Candidates must be graduate of any University established by Law in India or its equivalent examination from any University recognised by the Government for the purpose.
- (ii) Candidate must have working knowledge in an EPABX or Telephone Exchange.

**(30) GENERATOR OPERATORS/ LIFT OPERATOR<sup>72</sup>/ ELECTRICIAN/ CARPENTER/ BOOK BINDER/ MOTOR MECHANIC.— (1) Method of recruitments :—** The recruitment to the these posts shall be made by direct recruitment after holding a job test and Personal Interview on the recommendation of a Committee nominated by the Appointing Authority.

**(2) Educational Qualification.—** Candidate must :—

- (i) have passed the Senior Higher Secondary Examination (10+2) or its equivalent examination of the Rajasthan Secondary Education Board or of the University or Board recognised by the Government for the purpose, and
- (ii) be holder of certificate from I. T. I. in concerned discipline.

<sup>70</sup> Ins.. vide Notification No. Estt./HC/2015/455 dated 17.11.2015.

<sup>71</sup> Ins. Vide No. Estt./HC/2016/574 Date : 15.12.2016, pub. In Raj. Gaz. Exty. Dated 11 Jan. 2017 Page 423(1) and Deleted vide Notification 07 SRO/2018 dt. 09.07.2018 due to withdrawn.

<sup>72</sup> Subs. vide Notification No. Estt./HC/2015/455 dated 17.11.2015.

**(31) DRIVER.**— Recruitment to the post of Driver shall be made by Direct recruitment after holding a job test and personal interview from amongst the eligible candidates on the recommendation of a Committee nominated by the Appointing Authority,

- a) who have passed the VIIIth Class from any Government School or any School recognised by the Government for the purpose; possesses a light Motor Vehicle driving licence and also 3 years' experience as a driver, and, (deleted)<sup>73</sup>
- b) possesses -
  - (i) Deleted<sup>74</sup>
  - (i) sight 6/6 with or without glasses,
  - (ii) knowledge of road side repairs of motor vehicles.<sup>75</sup>

**(32) PUMP DRIVER.**— Recruitment to the post of Pump Drivers shall be made after holding a job test and personal interview from amongst the eligible candidates on the recommendation of a Committee nominated by the Appointing Authority.

**(i) QUALIFICATION.**— (1) A candidate must have passed the Senior Higher Secondary (10+2) or its equivalent examination of Rajasthan Secondary Education Board or of the University or Board, recognised by the Government for the purpose,

(2) candidate must be a holder of a certificate from I.T.I. in either plumber trade or fitter trade.

## PART -VII CLASS IV STAFF

(Published in Raj. Gaz. Exty. Ordy. Pt. I-(B) dt. 29-8-2008, pg. 375.)  
No. Estt./HC/2008/163.—In exercise of powers conferred under Rule 5 (2) of Rajasthan High Court Staff Service Rules, 2002, Hon'ble the Chief Justice has been pleased to specify the method of regularisation of Class IV employees who are working on adhoc/officiating/ temporary basis as under:

"For regularising, the services of Class IV employees who are working on adhoc/officiating/temporary basis, their service record shall be screened by a Committee constituted by the Chief Justice for adjudging their suitability to the post."

### **<sup>76</sup>33.ORDERLIES/ PEONS/ GARDENER/ CYCLE SAWAR/ WATERMAN/ SWEEPER & CHOWKIDAR**

- (1) Selection to the posts of Orderlies/ Peons/ Gardener/ Cycle Sawar/ Waterman/ Sweeper & Chowkidar shall be made by direct recruitment through competitive examination consisting of written test and interview, carrying 85 and 15 marks respectively.
- (2) The common written test of 2 hours' duration shall be of objective type-multiple choice questions of matriculation standard covering following-
  - (a) General Hindi
  - (b) General English
  - (c) Rajasthani culture and dialects.

<sup>73</sup> Notification No. Estt./HC/2007/133 dt. 2 July, 2007: The word "and heavy" deleted.

<sup>74</sup> Deleted and renumbered vide notification Estt.HC/2018/123 dated 30.03.2018

<sup>75</sup> Notification No. Estt./HC/2006/237 dt. 26 Oct., 2006 clause 31 "Driver", of part VI Subs. vide Notification No.1/S.R.O./2012 dt. 9 Aug., 2012.

<sup>76</sup> Notification No. Estt./HC/2019/81 dt. 07.03.2019

- (3) On the basis of marks secured in written test, candidates to the extent of five times of total number of vacancies (category wise) shall be declared qualified to be called for interview.

Explanation- In case of candidates securing equal marks in written examination, the candidate(s) elder in age shall be called for interview.

- (4) Interview shall be for the purpose of adjudging overall suitability of the candidate.
- (5) Merit list for selection shall be prepared on the basis of aggregate marks obtained in the written test and interview.

*Explanation-*

- (i) In case of candidates securing equal aggregate marks in written test and interview, preference shall be given to the candidate securing more marks in interview.
- (ii) In case of candidates securing equal aggregate marks in written test and interview and also equal marks in interview, preference shall be given to the candidate elder in age.

**Minimum qualification:-** The candidate must have passed Secondary Examination from the Board of Secondary Education, Rajasthan or any other Board recognised by the Government.”

**(34) WAITER/COOK/MACHINEMAN.—** Recruitment to these post shall be made by promotion from amongst the existing Class IV employees by selection by a Committee nominated by the Appointing Authority adjudging suitability of the eligible candidates on the basis of seniority cum suitability:

Provided that in case of non-availability of suitable candidate for promotion, the post shall be filled in by transfer or deputation of suitable candidates from any Government Department/ Subordinate Courts.

**(35) BASTA BARDAR/ DAFTARY/ LIBRARY BOY/ JAMADAR.—** Recruitment to these posts shall be made by promotion from amongst the existing Orderlies and Peons, Cycle Sawar, Waterman, Gardener, Sweeper and Chowkidar serving in the High Court adjudging suitability of the eligible candidates by a Committee nominated by the Appointing Authority on the basis of seniority-cum-suitability.

#### **PART-VIII PART TIME STAFF**

**(36) EDITOR, INDIAN LAW REPORTERS (RAJASTHAN SERIES):—** Recruitment to the part time post of Editor, I. L. R. (Rajasthan Series) shall be made by direct recruitment on the basis of personal interview taken from amongst the eligible candidates by the Chief Justice or any other Judge in charge of I. L. R., nominated

by the Chief Justice in this behalf.

**(i) Mode of Selection.**— Applications will be invited from the Advocates and Retired R. J. S/R. H. J. S. Officers and the candidate found eligible will be called for Personal Interview by the Appointing Authority. Advocates having standing as such for more than 7 years will only be eligible for the post.

**(ii) Term of Appointment.**— Appointment to the post is purely part time and temporary, will be made initially for a period of one year, which may be extended from time to time by the Chief Justice.

**(iii) Honorarium.**— 5000/-<sup>77</sup> fixed will be payable per month.

**(iv) Place and Seat of Editor.**— The seat of the editor will be at principal seat of Rajasthan High Court, Jodhpur.

**(37) ASSISTANT EDITOR, INDIAN LAW REPORTERS (RAJASTHAN SERIES).**— Recruitment to the Part Time post of Assistant Editor I.L.R., (Rajasthan Series) shall be made by direct recruitment on the basis of personal interview taken amongst the eligible candidates by the Chief Justice or any other Judge in charge of I.L.R. nominated by the Chief Justice in this behalf.

**(i) Mode of Selection.**— Applications will be invited from the Advocates and Retired R. J. S./R. H. J. S. Officers and the candidate found eligible will be called for Personal Interview by the Appointing Authority. Advocates having standing as such for more than 7 years will only be eligible for the post.

**(ii) Term of Appointment.**— Appointment to this post is purely part time and temporary, will be made initially for a period of one year, and may be extended from time to time by Chief Justice.

**(iii) Honorarium.**— Rs. 3000/-<sup>78</sup> fixed will be payable per month.

**(iv) Place and Seat of Assistant Editor.**— The seat of the Editor will be at principal seat of Rajasthan High Court, Jodhpur.

**(38) Miscellaneous** -The term “Recognized Merit” expressed in Rule 22 of Rajasthan High Court Staff Service Rules, 2002, shall be reckoned on the basis of educational & technical qualifications, long period of experience in particular field/service, capacity to bear special responsibilities, clean service record besides merit required for general promotions.<sup>79</sup>

[No. Estt./HC/2001 /378]  
BY ORDER OF HON'BLE THE  
ACTING CHIEF JUSTICE  
(sd/-)  
S. P. PATHAK,

10.12.2015

<sup>77</sup> Subs. vide Notification No. 1/S.R.O./2012 dt. 9 Aug., 2012.

<sup>78</sup> Subs. vide Notification No. 1/S.R.O./2012 dt. 9 Aug., 2012.

<sup>79</sup> Ins. vide Notification No. Estt./2014/94 dt. 10 March, 2014.