

**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE  
REFORMS  
(Departmental of Personnel-A-II)**

**NOTIFICATION  
Jaipur, February 25, 1986**

**G.S.R. 120.**– In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan in consultation with the High Court of Judicature for Rajasthan makes the following rules regulating appointment to the ministerial establishment of the Courts Subordinate to the High Court of Judicature for Rajasthan & the conditions of service of the persons so appointed :-

**RAJASTHAN DISTRICT COURTS MINISTERIAL  
ESTABLISHMENT RULES 1986**

**AS AMENDED UPTO 29.04.2022**

**05.07.2023**

**1. Short title, commencement & extent :-** (i) These rules may be called the Rajasthan District Courts Ministerial Establishment Rules<sup>1</sup> 1986.

(ii) They shall come into force at once.

(iii) They shall apply to all persons appointed to District Courts Ministerial Establishment.<sup>2</sup>

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of existing rules & orders:** - The Rajasthan Subordinate Civil Courts Ministerial Establishment Rules, 1958 are hereby repealed but any action taken by or in pursuance of such rules shall be deemed to have been taken under these rules.

**3. Definitions:** - In these rules, unless there is anything repugnant in the subject or context:-

(a) "Appointing Authority" means the District & Sessions Judge or, to the extent the authority delegated to him, such officer, to whom the authority to make appointments to the Staff may be delegated by the District & Session's Judge, with the approval of the High Court.

"(aa) Recruiting Authority " means Registrar General of the High Court or any other officer authorized by the High Court."<sup>3</sup>

(b) [~~Deleted~~]<sup>4</sup>

(c) "Direct recruitment" means recruitment otherwise than by promotion or transfer.

(d) "Government" & "State" mean respectively, the Government of Rajasthan & the State of Rajasthan.

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

(f) "Judgeship" means the administrative Jurisdiction of District & Sessions Judge.

<sup>1</sup> Subs. vide Notification no. F.3(33)DOP/A-II/85 dated 19.07.2017

<sup>2</sup> Subs. vide Notification no. F.3(33)DOP/A-II/85 dated 19.07.2017

<sup>3</sup> Ins. Vide Notification No. G.S.R. No.118 Dated: 01.12.2015, Pub. in Raj. Gazette Exty. Pt. IV C (i) Dated 02.12.2015, Pg.197(7)

<sup>4</sup> Deleted Clause (b) vide Notif. No. F.3(33) DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt. -IV-C(i), Dt. 18.2.2000, pg.193 (10).

(g) "Ministerial Establishment" means the ministerial staff of the Courts subordinate to the High Court of Judicature for Rajasthan.

(h) "Schedule" means the schedule appended to these rules.

(i) "Substantive appointment" means an appointment made under the provisions of these rules [~~Deleted~~]<sup>5</sup> after the due selection by any of the methods of recruitment prescribed under these rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.

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

“(j) “District Courts” means the Court of –

(i) District & Sessions Judge,

(ii) Additional District & Sessions Judge,

(iii) Special Judge

(iv) Family Court

(v) Senior Civil Judge-cum-Chief Judicial Magistrate

(vi) Senior Civil Judge-cum-Additional Chief Judicial Magistrate

(vii) Additional Senior Civil Judge-cum-Additional Chief Judicial Magistrate (including Railway and all Special Courts of the Cadre)

(viii) Additional Civil Judge (Judge, Small Cause Court)-cum-Judicial Magistrate

(ix) Civil Judge

(x) Civil Judge and Judicial Magistrate

(xi) Additional Civil Judge and Judicial Magistrate

(xii) Judicial Magistrate

(xiii) Special Judicial Magistrate.

(xiv) Gram Nyayalaya

<sup>6</sup>(xv) Rent Tribunal

(xvi) Appellate Rent Tribunal”

And any other Court subordinate to the High Court created by the Government in accordance with law.”<sup>7</sup>

**4. Interpretation:** - Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (No.VIII of 1955) shall apply for the interpretation of these rules as it applies for the interpretation of a Rajasthan Act.

## PART-II

### CADRE

**5. Strength of Staff :-** (i) The strength of the Staff of a Judgeship shall be such as may be determined by the High Court from time to time in the proposition statement of that Judgeship out of the total strength

<sup>5</sup> The expressions in clause (i) “to a substantive vacancy” vide Notification No. F.3(33)DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

<sup>6</sup> Inserted vide notification GSR 120 dated 16.01.2018 pub. In Raj. Gaz. Exty.Pt. IV c (i) dated 17.01.2018

<sup>7</sup> Subs. Vide Notification No. G.S.R. No.118 Dated:01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015, Pg.197(8).

sanctioned by the Government for the District Courts of the State.

Provided that the appointing authority may from time to time subject to the orders of the High Court leave unfilled any vacant post without thereby entitling any person to compensation.

"(ii) The staff shall comprise of Stenographer cadre and general cadre consisting of one or more of the following categories of post shall be as indicated against each post :-

**(A) Stenographer Cadre:**

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

**(B) General Cadre:**

1.	Protocol Officer cum Administrative Officer
2.	Senior Munsarim
3.	Office Assistant
3A <sup>8</sup>	<b>Sheristedar</b> (a) Sheristedar - I for the courts of Additional District & Session Judges. (b) Sheristedar-II- for the courts of Senior Civil Judges & Additional Senior Civil Judges. (c) Sheristedar III- for the courts of Civil Judges & Additional Civil Judges.
4.	<b>Reader</b> (a) Reader Grade I for the courts of District & Sessions Judges and Additional District & Sessions Judges. (b) Reader Grade II for the courts of Senior Civil Judges & Additional Senior Civil Judges. (c) Reader Grade III for the courts of Civil Judges and Additional Civil Judges.
5.	<b>Clerk Grade-I</b> (a)Senior Clerk (b)Head Copyist (c)Record Keeper (d)Civil Clerk, Criminal Clerk & Execution Clerk in the court of District & Sessions Judges & Additional District & Sessions Judges (e)Sales Amin-cum-Return Clerks, (f)Librarian and

	(g)Nazirs
6.	<b>Clerk Grade-II</b> (a) Civil Clerks (b) Criminal Clerks (c) Execution Clerks (d) Assistant Nazirs (e) Assistant Record Keepers (f) Inspection Clerks (g) Typists (h) Copyist (i) Hindi Typist-cum-Copyist (j) Receipt and Dispatch Clerks and (k) Relieving Clerks
7.	Any other posts as may be sanctioned by the, Government from time to time.

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

<b>STENOGRAPHER CADRE</b>	
Existing posts which are to be merged/adjusted/renamed	Posts sanctioned by Government in compliance of recommendation of Shetty Commission in which existing posts are to be merged/adjusted/ renamed and the manner in which the posts are to be filled
	PA cum Executive Assistant for Court of Principal District & Sessions Judges (To be filled by promotion from Stenographer Grade-I)
Senior PA for the Courts of District & Sessions Judges and Personal Assistant for the Courts of Additional District & Sessions Judges	Stenographer Grade-I for the Courts of District & Sessions Judges & Additional District & Sessions Judges
Senior Most Stenographers for courts other than District & Sessions Judges and Additional District & Sessions Judges limited up to the number of CJM/ACJM Courts the number of CJM/ACJM Courts	Stenographer Grade-II for the courts of Senior Civil Judges & Additional Senior Civil Judges

Remaining Stenographers for courts other than District & Sessions Judges and Additional District & Sessions Judges	Stenographer Grade-III for the courts of Civil Judges & Additional Civil Judges
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<b>GENERAL CADRE</b>		
Existing posts which are to be merged /adjusted/renamed	Posts sanctioned by Government in compliance of recommendation of Shetty Commission in which existing posts are to be merged/adjusted/renamed and the manner in which the posts are to be filled	
	Protocol Officer cum Administrative Officer (To be filled up by promotion from Senior Munsarim)	
Munsarim, Senior Munsarim	Senior Munsarim	
Assistant	Office Assistant	
Senior Most Readers for the courts of District and Sessions Judge and Additional District and Sessions Judge	Reader -I	
Senior Most Upper Division Clerks and Readers for Courts other than District & Sessions Judge and Additional District & Sessions Judge limited up to the number of CJM/ACJM Courts	Reader -II	
Remaining Upper Division Clerks and Readers for Courts other than District & Sessions Judge and Additional District & Sessions Judge	Reader -III / Clerk Grade-I	
Lower Division Clerks	Clerk Grade-II	

(iii) For accounts work there shall be Junior Accountants who shall be posted by the Chief Accounts Officer, Rajasthan with the concurrence of the District & Session Judge concerned.

<sup>9</sup>(iv) For Management related work, there shall be Court Managers. The strength of staff and pay matrix shall be as specified in Scheule-V appended to these rules

### PART—III

#### **Recruitment**

6.<sup>10</sup> **Methods of Recruitment** :- (i) Recruitment to the staff after the commencement of these rules shall be made :-

- (a) to the cadre of Stenographer
  - (i) as Stenographers Grade -III by direct recruitment,
  - (ii) as Stenographers Grade-II by promotion from Stenographer Grade-III,
  - (iii) as Stenographers Grade -I by promotion from Stenographers Grade -II
  - (iv) Personal Assistant Cum Executive Assistants for Principal District Judge by promotion from Stenographers Grade -I

Provided that if a suitable person is not available amongst the Stenographer Grade-III for promotion to the post of Stenographer Grade-II; a person may be recruited to the post of Stenographer Grade-II in accordance with these Rules.

(b) to the general cadre as Clerk Grade -II by a Competitive Examination:

Provided that 25% of the total number of vacancies of the Clerk Grade II in each Judgeship shall be reserved for being filled in by promotion from amongst, the process server and class IV employees who have put in five years service in the Judgeship concerned and possess the academic qualification prescribed by these rules for the post of Clerk Grade II in 1 : 2 (1 Process Server and 2 Class IV Employees) ;

(c) to other post in each Cadre by promotion within the Judgeship :-

Provided that a post in any cadre may also be filled by transfer of a person holding a post in another Judgeship corresponding to a post in the cadre concerned, with the concurrence of the District and Sessions Judge concerned and the approval of the Rajasthan High Court. The High Court may also transfer any member of the District Courts Service from one judgeship to another or a member of the Ministerial or Class IV establishment of the High Court to the District Court Service of a Judgeship or a Member of the District Court Service to the Ministerial or Class IV establishment of the High Court.

<sup>11</sup>(d) For Court Managers:- Recruitment to the post of Court Manager shall be made as follows :-

(i) Initial recruitment shall be made by screening from the Court Managers working in Subordinate Courts on contract under the grant

<sup>9</sup> Added vide Notification No. G.S.R. 366 F.3(33)DOP/A-II/85 Part, Dt. 08.10.2021, Pub. In Raj. Gazette Exty. Pt.-IV-C(i), Dt. 25.10.2021

<sup>10</sup> Subs. vide Notification no. F.3(33)DOP/A-II/85 dated 19.07.2017

<sup>11</sup> Added vide Notification No. G.S.R. 366 F.3(33)DOP/A-II/85 Part, Dt. 08.10.2021, Pub. In Raj. Gazette Exty. Pt.-IV-C(i), Dt. 25.10.2021



of 13<sup>th</sup> Finance Commission, as a one time arrangement.

Provided that they are in possession of required qualification of the post and their contractual services are found satisfactory. As on the date of amendment in the rules, they must have completed two years continuous service on contract on the post of Court Managers in Subordinate Court.

Provided further that maximum age limit for the purpose of screening of existing contractual Court Managers would be relaxed, if they were within the maximum age limit at the time of their initial appointment.

(ii) Thereafter, recruitment to the post shall be made by direct recruitment.

Direct recruitment shall be made by holding competitive written examination, interview and project report conducted by the recruiting authority.

The scheme and syllabus of competitive examination, Interview and project report shall be as prescribed by the High Court from time to time.

**6-A** : Recruitment to the service by the aforesaid methods shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the rules/ Schedule of the total cadre strength as sanctioned for each category, from time to time. (Added) <sup>12</sup>

**6-B(Renum)**<sup>13</sup> : Notwithstanding anything contained in these rules, the recruitment, appointment, promotion, seniority & confirmation etc. of a person who joins the Army/ Air-Force/ Navy during an Emergency shall be regulated by such orders & instructions as may be issued by the Government from time to time provided that these are regulated *mutatis mutandis* according to the instructions issued on the subject by the Government of India with effect from 29.10.1963 or from the date the respective service rules came into force.

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

(1) Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes shall be in accordance with the orders of the Government for such reservation in force at the time of recruitment that is, by direct recruitment & by promotion.

(2) The vacancies so reserved for promotion shall be filled in by merit-cum-seniority.

(3) In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Castes & Scheduled Tribes shall be considered for appointment in the order in which their names appear in

<sup>12</sup> Added Rule 6-A vide Notification No. F.3 (33)DOP/A-II/85,Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

<sup>13</sup> Renumbered vide Notification No. F.3(33)DOP/A-II/85,Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

the list prepared for direct recruitment, irrespective of their relative rank as compared with other candidates.

(4) Appointment shall be made strictly in accordance with the rosters prescribed separately for direct recruitment & promotion.

In the event of non-availability of the eligible & suitable candidates amongst the Scheduled Castes & Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for shall be filled in accordance with the normal procedure, & an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total & thereafter such reservation would lapse.

<sup>14</sup>(5) Notwithstanding anything contained in this rule, reservation of vacancies for Tribal Sub Plan areas notified by the Government shall be as per the Tribal Sub Plan Programme followed by the Government.

**7-A. Reservation of vacancies for Other Backward Classes:—** Reservation of vacancies for Other Backward Classes shall be in accordance with the orders of the Government for such reservation in force at the time of direct recruitment. In the event of non-availability of the eligible & suitable candidates amongst Other Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure. (Added)

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

**Explanation:** - In the case of widow, she will have to furnish a certificate of death of her husband from the competent authority and in case of divorcee, she will have to furnish the proof of divorce.”<sup>15</sup>

**7-C. Reservation of vacancies for Outstanding Sportspersons: -** Reservation of vacancies for Outstanding Sportspersons shall be 2% of the total vacancies outside the purview of the Commission earmarked for direct recruitment. In the event of non-availability of the eligible & suitable sportspersons in a particular year, the vacancies so reserved for

<sup>14</sup> Ins.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>15</sup> Rule 7-B subs. Vide notification GSR 98 pub. In Raj, Gaz, Exty part 4 c dated 28.01.2019 page127(8)



them shall be filled in accordance with the normal procedure & such vacancies shall not be carried forward to the subsequent year. The reservation for sportspersons shall be treated as horizontal reservation it shall be adjusted in the respective category to which the sportspersons belong. (Added)

**Explanation** <sup>16</sup>“Outstanding sportspersons” shall mean sportspersons who are bona fide resident of the State of Rajasthan, and,-  
(i) represented Indian team in individual or in team event in any international tournament/ championship of any sports and games mentioned in column number 3 of table given below organized by the international sports body mentioned in column number 2 of the said table,-

**Table**

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

Or

(ii) medal winner in the individual or in team event in any School National Games of any Sports and Games organized by the School Games Federation of India;

Or

(iii) medal winner in the individual or in team event in any national tournament/ championship of any sports and games, organized by the Indian Olympic Association or its affiliated National Sports Federation [N.S.F.];

Or

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

Or

(v) represented Rajasthan in individual or in a team event in national games/ national para games or national championship / para national championship of any sports and games, organized by Indian Olympic Association/ Para Olympic Committee of India or its affiliated National

<sup>16</sup> Added vide Notification No. G.S.R. 14 F.3(33)DOP/A-II/85 Part, Dt. 29.04.2022, Pub. In Raj. Gazette Exty. Pt.-IV-C(i), Dt. 04.05.2022

Sports Federation.<sup>17</sup>

<sup>18</sup>**7-D. Reservation of vacancies for Persons with benchmark disabilities.-** Reservation of vacancies for persons with benchmark disabilities in the recruitment to the service shall be in accordance with the Rules of the Government issued from time to time in this behalf.”

<sup>19</sup>**7E.- Reservation of vacancies for More Backward Classes:-** Reservation of vacancies for More Backwards Classes shall be 5%<sup>20</sup> in terms of the Rajasthan Backward Classes(Reservation of Seats in Educational Institutions in the State and of Appointments and Posts in Services under the 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.”

**7F. Reservation for Ex-serviceman.-** Reservation for Ex-serviceman shall be admissible as applicable in the State from time to time.”

<sup>21</sup>**7-G. Reservation of vacancies for Economically Weaker Sections-**Reservation of vacancies for Economically Weaker Sections shall be 10% in direct recruitment in addition to the existing reservation. In the event of non-availability of eligible and suitable candidate amongst Economically Weaker Sections in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

**Explanation:** For the purpose of this rule ‘**Economically Weaker Sections**’ shall be the persons who are bonafide resident of Rajasthan and not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, the More Backward Classes and whose family has gross annual income below rupees 8.00 lakh. Family for this purpose will include the persons who seek benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application.**[Deleted]**.<sup>22</sup>

**8. Nationality:-** A candidate for appointment to the service must be :-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) **[Deleted]**<sup>23</sup>
- (e) **[Deleted]**<sup>24</sup>

<sup>17</sup> Explanation subs Vide notification GSR 98 pub. In Raj, Gaz, Exty part 4 c dated 28.01.2019 page127(9-10)

<sup>18</sup> Subs. Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>19</sup> Rule 7 E & 7F added vide notification GSR 98 pub. In Raj, Gaz, Exty part 4 c dated 28.01.2019 page 127(9)

<sup>20</sup> Subs. “5%” in place of “1%” Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>21</sup> Ins.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>22</sup> Deleted vide Notification No. F.3(33)DOP/A-II/85, Dt. 24.12.2019, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 27.12.2019, pg.423.

<sup>23</sup> Del. Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>24</sup> Del. Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

“Provided that a candidate belonging to categories (b) & (c) shall be a person in whose favour a certificate of eligibility has been given by the Government of India.”<sup>25</sup>

**Deleted [proviso].**<sup>26</sup>

**9. Age:** - A candidate for direct recruitment to any cadre must have attained the age of 18 years and must not have attained the age of 40<sup>27</sup> years on the <sup>28</sup>first day of January next following the last date fixed for receipt of application.

Provided that:-

(i) the upper age limit shall be relaxed by 5 years in the case of a member of Scheduled Castes, Scheduled Tribes, Other Backward Classes, <sup>29</sup>More Backward Classes <sup>30</sup>and Economically Weaker Sections.

(ii) the upper age limit shall be relaxed by 5 years in case of women candidates.

(iii) the upper age limit for reservists, namely defence services personnel transferred to the reserve shall be 50 years.

(iv) the upper age limit shall be relaxable for a period equal to the service rendered in the N.C.C. In the case of Cadet instructors & if the resultant age does not exceed the prescribed maximum age limit by more than 3 years, they shall be deemed to be within the prescribed age limit.

(v) **[Deleted]**<sup>31</sup>

(vi) **[Deleted]**<sup>32</sup>

(vii) that the upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before his conviction and was eligible for appointment under the Rules.

(viii) that in the case of other ex-prisoner the upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served by him provided he was not over age before conviction and was eligible for appointment under the Rules.

(ix) there shall be no age limit in the case of widows and divorcee women.

<sup>33</sup>(x) the age relaxation for persons with disabilities will be admissible as applicable in the State Government from time to time.”

<sup>34</sup>(xi) 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."

<sup>35</sup>(xii) the Released Emergency Commissioned Officers and Short

<sup>25</sup> Subs.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>26</sup> Deleted proviso vide Notification No. F.3(33)DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).  
<sup>27</sup> Subs. Vide notification F3(33) DOP/A-II/85 pt. Dated 27.02.2019  
<sup>28</sup> Subs. Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>29</sup> Subs. Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>30</sup> Subs. Vide notification No. F.3(33)DOP/A-II/85 dt.24.06.2021, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 30.06.2021  
<sup>31</sup> Del.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>32</sup> Del.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>33</sup> Subs.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>34</sup> Added vide notification GSR 97 pub in Raj. Gaz. Exty part 4-C dated 28.01.2019 page 127(3)  
<sup>35</sup> Ins.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

Service Commissioned Officers after released from the Army shall be deemed to be within the age limit, even though they have crossed the age limit, when they appear before the Commission, had they been eligible as such at the time of their joining the Commission in the Army.

<sup>36</sup>(xiii) the persons appointed temporarily to a post in the Service shall be deemed to be within the age limit, had they been within the age limit when they were initially appointed even though they have crossed the age limit and shall be allowed up to two chances.”

**Explanation:** - In the case of widow, she will have to furnish a certificate of death of her husband from the Competent Authority and in the case of divorcee she will have to furnish the proof of divorce.( Subs) <sup>37</sup>

**10. Academic Qualifications:** - (1) A candidate for direct recruitment to the Stenographer Grade - I/Stenographer Grade-II/ Stenographer Grade-III s' Cadre (Subs.) <sup>38</sup>:-

(a) must have passed the Senior Secondary Examination in Arts or Science or Commerce of the Rajasthan Board of Secondary Education or an Examination equivalent thereto recognized by the Government or any Higher Examination. (Subs)<sup>39</sup>

(b) must have passed a [~~deleted~~] <sup>40</sup> speed test :-

“(i) in the case of Stenographer Grade-III  
either  
at 80<sup>41</sup> words per minute in English Shorthand  
or  
at 70 words per minute in Hindi Shorthand,

(ii) in case of Stenographer Grade-II  
either  
at 85<sup>42</sup> words per minute in English Shorthand and 8000 key  
depressions per hour in English Typing on computer  
or  
at 75 words per minute in Hindi Shorthand and 8000 key  
depressions per hour in Hindi Typing on computer”<sup>43</sup>

**Deleted [proviso]<sup>44</sup>**

(c) must possess a good working knowledge of Hindi as written in Devanagri script & of Rajasthani Dialects.

(d) Must have passed -

<sup>36</sup> Ins.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>37</sup> ?Substituted Rule 9 vide Notification No. F.3(33) DOP/A-I/85 Dt. 6.7.2010. Pub. in Raj. Gaz.,Exty. Pt.IV C(i) Dt.30.07.2010.pg.83(4)  
<sup>38</sup> Substituted expression “Stenographers’ cadre” in sub rule (1) of Rule 10 vide Notification No. F.3(33)DOP/A-II/85,Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193(10).  
<sup>39</sup> Substituted sub rule (1) (a) of Rule 10 vide Notification No. F.3(33)DOP/A-II/85 Dt. 9.1.2013.  
<sup>40</sup> Deleted expression “Provisional” in clause b of sub rule 1 of Rule 10 vide Notification No. F.3(33)DOP/A-II/85,Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).  
<sup>41</sup> Subs. Vide notification GSR 96 pub in Raj. Gaz. Exty 4-C dated 28.01.2019 page 127(3)  
<sup>42</sup> Subs. Vide notification GSR 96 pub in Raj. Gaz. Exty 4-C dated 28.01.2019 page 127(3)  
<sup>43</sup> Subs. Vide Notification No. G.S.R. No.118 Dated:01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(8).  
<sup>44</sup> Deleted ‘proviso’ vide Notification No. F.3(33)DOP/A-II/85,Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

“O” or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India;

or

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

or

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

or

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

or

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

or

Senior Secondary School Examination with Computer Science as an optional subject;

or

Any equivalent or higher qualification.<sup>45</sup>

<sup>46</sup>(2) A candidate for direct recruitment to the general cadre must be a graduate of any University established by law in India or equivalent examination from any University recognized by the Government for the purpose and must have basic knowledge of computer;

Provided that in suitable cases, the High Court may relax the condition of Computer Application qualification for specially abled persons, who shall be eligible for recruitment and appointment to the earmarked and reserved posts in accordance with the rules and orders issued by the State Government in this behalf from time to time;

Provided further that for the recruitment to the post of Clerk Grade-II by way of promotion from the Class IV employees as provided in rule 6(b) the academic qualification of Class IV employees shall be Senior Secondary Examination or its equivalent examination of the Rajasthan Secondary Education Board or equivalent examination from any University or Board recognized by the Government for the purpose.

<sup>47</sup>(3) A candidate for recruitment to the post of Court Manager must have:-  
 (i) A degree of MBA or equivalent or advanced Diploma in General Management from recognized University, and  
 (ii) Five years' experience/ training in Systems and Process Management,

<sup>45</sup> ?Substituted Rule 10 (1) d vide Notification No. G.S.R. 100 Dt. 07.03.2014 Pub. in Raj. Gazette Exty Pt.-IV-C(i), Dt 01.03.2014

<sup>46</sup> Rule 10(2) subs. Vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019 page127(10)

<sup>47</sup> Added vide Notification No. G.S.R. 366 F.3(33)DOP/A-II/85 Part, Dt. 08.10.2021, Pub. In Raj. Gazette Exty. Pt.-IV-C(i), Dt. 25.10.2021



or

Five years' experience/ training in IT Systems Management, Human Resources Management, Financial Systems Management.  
(iii) Knowledge of Computer Application Skills.

**11. Character:** - The character of a Candidate for Direct recruitment to any cadre must be such as to fit him for public service. He must produce a certificate of good character from the Principal academic officer of the University, College or School in which he has last educated and two such<sup>48</sup> certificates written not more than six months prior to the date of application from two responsible persons not connected with his school, college or University & not related to him.

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

**12. Physical Fitness:** - A candidate for direct recruitment to any cadre must be in good mental & bodily health & free from any physical defect likely to interfere with the efficient performance of his duties & if selected, must produce a certificate to that effect from a medical authority notified by Government for the purpose. The appointing authority may dispense with production of such certificates 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 & 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 & his age has not reduced his efficiency for the purpose.

**13. Employment of irregular or improper means :-** A candidate who is or has been declared by the [deleted]<sup>49</sup> Appointing Authority, guilty of impersonation or of submitting fabricated documents, which have been tampered with or of making statements which are incorrect or false or of suppressing material information or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or appearance at any interview, shall in addition to rendering himself liable to criminal prosecution to be debarred, either permanently or for specified period:-

(a) by the [deleted]<sup>50</sup> Recruiting Authority or the Appointing Authority, as the case may be,<sup>51</sup> from admission to any examination or appearance at any interview held by the [deleted]<sup>52</sup> Recruiting Authority

<sup>48</sup> Subs. "such" in place of "each" Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>49</sup> Deleted the expression "Commission/" wherever occurred in Rule 13, vide Notification No. F.3(33)DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

<sup>50</sup> Deleted the expression "Commission/" wherever occurred in Rule 13, vide notification F.3(33)DOP/A-II/85, Dt.8.12.99 Pub. In Raj. Gazette Exty. Pt.-IV-C(i), Dt.18.2.2000 pg.193 (10).

<sup>51</sup> Subs. Vide Notification No. G.S.R. No.118 Dated:01.12.2015, Pub. in Raj. Gazette Exty. Pt. IV C (i) Dated 02.12.2015, pg.197(9)

<sup>52</sup> Deleted the expression "Commission/" wherever occurred in Rule 13, vide notification F.3(33)DOP/A-II/85, Dt.8.12.99 Pub. In Raj. Gazette Exty. Pt.-IV-C(i), Dt.18.2.2000 pg.193 (10).



or the Appointing Authority, as the case may be, <sup>53</sup>for selection of Candidates, and

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

**14. Promotion :** - 54 (i) The posts in a Judgeship are ordinarily reserved for Clerks in that judgeship & promotion to higher post shall ordinarily be made from amongst them. If no suitable person is available in the Judgeship for promotion to a particular post, promotion may be made from another judgeship with the sanction of the High Court.

(ii) Selection for promotion to the posts of Sheristedar –III, Reader Grade III & Clerk Grade I<sup>55</sup> shall be made from the Clerk Grade II on the basis of seniority–cum–merit.

[Deleted]<sup>56</sup>

(iii) <sup>57</sup>Selection to the post of Sheristedar II / Office Assistant / Reader Grade II shall be made from amongst Sheristedar III / Reader Grade III / Clerk Grade I on the basis of Seniority Cum Merit. Selection to the post of Sheristedar I / Reader Grade I / shall be made from amongst Sheristedar II / Office Assistant / Reader Grade II on the basis of Seniority Cum Merit.

(iv) No **Stenographer Grade-III** shall be promoted as **Stenographer Grade-II** unless he passes a speed test as provided in these rules, held by the Appointing Authority.

(v) Selection for promotion to the post of Senior Munsrim shall be made on the basis of merit alone. No person shall be appointed substantively as Senior Munsrim unless he has been in service for at least 10 years & during that period has held the post of Clerk Grade I or a higher post including that of **Stenographer Grade-II & Stenographer Grade-III** for at least five years [deleted] <sup>58</sup>.

(vi) [Deleted]<sup>59</sup>

(vii) The zone of eligibility for promotion shall be five times the number of vacancies to be filled in on the basis of seniority-cum-merit or merit, as the case may be.

Provided that in case of non-availability of sufficient number of suitable persons for selection on the basis of merit, the appointing authority may at its discretion consider persons of outstanding

<sup>53</sup> Subs. Vide Notification No. G.S.R. No.118 Dated:01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015, pg.197(9).

<sup>54</sup> Subs. vide Notification no. F.3(33)DOP/A-II/85 dated 19.07.2017

<sup>55</sup> Sub. Vide GSR109 dated 20.12.2017 pub. In Raj. Gaz. Exty. Pt. 4 C (1) dated 21.12.2017.

<sup>56</sup> Proviso of rule 14(ii) deleted vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019 page127(10)

<sup>57</sup> Sub. Vide GSR109 dated 20.12.2017 pub. In Raj. Gaz. Exty. Pt. 4 C (1) dated 21.12.2017.

<sup>58</sup> Words deleted vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019 page 127(10)

<sup>59</sup> SubruleVI rule 14 deleted vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019page127(10)

merit outside the zone of eligibility but falling within six times the number of vacancies to be filled in on the basis of merit.

- (viii) Selection to the post of Personal Assistant-Cum –Executive Assistant shall be by promotion only from Stenographer Grade-I on the basis of merit, unless he has worked as Stenographer Grade-I for a period of at least one year..
- (ix) The Selection to the post of Protocol Officer –cum- Administrative Officer shall be made by the promotion from amongst Senior Munsarim on the basis of merit, unless he has worked as Munsarims/ Senior Munsarim for a period of at least one year.
- (x) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any other provisions of these rules.

**14A. Disqualification for promotion:** - A Government Servant shall be disqualified for promotion for three<sup>60</sup> recruitment years from the date his promotion becomes due after commencement of these rules, if he has more than two children.

Provided that if a Government servant had single child on the date of commencement of these rules but more than one child are born in a single subsequent delivery, the children so born shall be treated as one while counting the total number of children.

Provided further that for purpose of this rule birth of a child within 280 days from the date of commencement of these rules shall not constitute disqualification. (Inserted)<sup>61</sup>

<sup>62</sup>“Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

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

## PART—IV

### Procedure for direct recruitment

**15. Determination of vacancies.-** The District Judge shall determine the actual number of existing and vacancies likely to occur in the course of the year on a regular basis at least once a year early and send the requisition of same to the Recruiting Authority for recruitment.”<sup>63</sup>

<sup>60</sup> Words subs, vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019page127(14)

<sup>61</sup> Insertion of Rule 14A after Rule 14 vide Notification No. F.3(33)DOP/A-II/85 Dt.6.7.2010

<sup>62</sup> Inserted vide notification GSR99 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01. 2019 page127(14)

<sup>63</sup> Subs. Vide Notification No. G.S.R. No.118 Dated:01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(9).

<sup>64</sup>“Provided that while selecting candidates for the posts, so advertised, the Recruiting Authority, as the case may be, may, if intimation of additional requirement, not exceeding 50% of the advertised vacancies is received by it for selection, also select suitable persons to meet such additional requirement.”

**“16. Authority for conducting the examination & Syllabus.-** The examination shall be conducted by the Recruiting Authority on the basis of requisition for recruitment received from District Judge, as per the guidelines prescribed by the High Court from time to time. The Syllabus of the examination shall be as given in Schedule-I.”<sup>65</sup>

**“17. Inviting of Applications.-** The applications for recruitment for the posts shall be invited by the Recruiting Authority through advertisement, in at least two newspapers, one of which must be in vernacular language having wide circulation in the State. The Form and the Fee of Application shall be as prescribed by Recruiting Authority from time to time. The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate fixed by the State Government from time to time during the period of probation and the scale of pay of the post as shown elsewhere in the advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in these rules.”<sup>66</sup>

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

**19. Registration of Selected Candidates :-** (i) The names of candidates selected on the basis of the aggregate marks obtained by them shall be entered in order of merit in a bound register in the form given in Schedule III and each entry shall be initialed and dated by the appointing authority. <sup>67</sup>

Proviso [**Deleted**]<sup>68</sup>

Proviso [**Deleted**]<sup>69</sup>

**Note:-**

(1) “An entry shall be made in the remarks column against the name of a candidate who has qualified.”<sup>70</sup>

(2) The result of qualifying candidates for efficiency test and thereafter, of finally successful candidates shall be exhibited on the web page of the Rajasthan High Court.<sup>71</sup> List of finally

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<sup>64</sup> Ins.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>65</sup> Subs. Vide Notification No. G.S.R. No.118 Dated:01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(9).  
<sup>66</sup> Subs. Vide Notification No. G.S.R. No.118 Dated:01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(9).  
<sup>67</sup> Added vide notification No. No.F.3 (33) DOP/A-II/85 pt, Jaipur dated: 28.11.2017  
<sup>68</sup> Del.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>69</sup> Del. Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>70</sup> Subs.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019  
<sup>71</sup> Ins. Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

successful candidates shall be exhibited by showing the final marks obtained in the examination.

(3) After declaring the result of successful candidates, Recruiting Authority shall forward the names of selected candidates to concerned District Judge for appointment in accordance with the guidelines issued by the High Court.”<sup>72</sup>

(ii) The name of any candidate entered under sub-rule (1) may be removed for inefficiency or misconduct.

(iii) If any such candidate has not been given an appointment offered in strict order of seniority according to the list in the bound register prescribed under rule (1) within one year from the date of declaration of the result of his recruitment test, his name shall be automatically removed from the register of recruited candidates. He must then take his chance with others for recruitment again in subsequent year.

**“19A. Reserve List:-** A category wise reserve list of suitable candidates to the extent of fifty percent of the finally intimated vacancies shall also be prepared by the Recruiting Authority. The Recruiting Authority on requisition shall send the names of such candidates in order of merit to the Appointing Authority concerned, within a year from the date on which original select list was forwarded by the Recruiting Authority.”<sup>73</sup>

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

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

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

(4) No candidate shall be eligible for appointment. If he has more than two children.

Provided that the candidate having more than two children on the date of commencement of these rules shall not be deemed to be disqualified:

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 entity while counting the total number of children:

Provided also that for the purpose of this sub-rule birth of a child within 280 days from the date of commencement of these rules shall not

<sup>72</sup> Subs. Vide Notification No. G.S.R. No.118 Dated:01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(10).

<sup>73</sup> Ins.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

constitute disqualification.<sup>74</sup>

<sup>75</sup>“Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

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

#### **PART-IV-A** [Subs]<sup>76</sup>

#### **Procedure for direct recruitment to the Stenographer Grade - I/ Stenographer Grade-II / Stenographer Grade-III Cadre [Subs]<sup>77</sup>**

**21.[ Deleted].**<sup>78</sup>

**“22. Procedure for recruitment to the Post of Stenographer Grade - I/ Stenographer Grade-II /Stenographer Grade-III.-** The selection on the post of Stenographer Grade - I/ Stenographer Grade-II / Stenographer Grade-III shall be made by the Recruiting Authority after holding a shorthand test and computer (Speed & efficiency) test & interviewing the candidates for the purpose of ascertaining whether they stammer so much that they are unable to read out what they have written. The names of the selected candidates shall be placed in order of merit and same shall be sent to Appointing Authority.”<sup>79</sup>

#### **PART-V**

#### **Appointment, Probation & Confirmation**

**23. Appointments :-** “(1) all appointments to the Ministerial establishment shall be made by the District Judge on receipt of list of selected candidates from Recruiting Authority after the Appointing Authority has satisfied itself by making such inquiry as may be considered necessary that such candidates are suitable in all respects for appointment to the cadre, first appointment shall be made to the lowest post.

(2) In filling the posts of Stenographer Grade-IIIs preference shall be given to officials possessing the prescribed qualifications who are already working in the Judgeship in which the vacancy has occurred.

**Explanation –** “Preference” means if the officials already working in judgeship and the other candidates appeared in the same examination, secured the equal marks then the official already working in judgeship shall be given preference”.<sup>80</sup>

(3) A vacancy which cannot be filled in immediately either by direct recruitment or by promotion may be filled in by appointing authority by

<sup>74</sup> Insertion of new sub-rule 4 in Rule 20 after sub-rule (3) of Rule 20. vide Notification No. F.3(33)DOP/A-II/85 Dt.6.7.2010.

<sup>75</sup> Inserted vide notification GSR99 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019 page127(14)

<sup>76</sup> Substituted the expression “Part IV” vide Notification No. F.3(33)DOP/A-II/85,Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

<sup>77</sup> Substituted the heading appearing below Part IV-A vide Notification No. F.3(33)DOP/A-II/85,Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

<sup>78</sup> Deleted Vide Notification No. G.S.R. No.118 Dated: 01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(11).

<sup>79</sup> Subs. Vide Notification No. G.S.R. No.118 Dated: 01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(11).

<sup>80</sup> Subs. Vide Notification No. G.S.R. No.118 Dated: 01.12.2015, Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(11).



appointing temporarily thereto a person eligible for direct recruitment or by appointing thereto an official eligible for appointment to the post by promotion:

Provided that such appointment will not be continued beyond a period of one year.

**24. Departmental Examination [Deleted]**<sup>81</sup>

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

**26. Seniority:** - Seniority in service shall be determined from the date of substantive appointment on the post and if such date is the same in the case of more than one persons, than according to their respective positions on the next lower posts. [Subs]<sup>82</sup>

(i) Provided that the seniority inter se of persons appointed to a particular class of posts before commencement of these rules shall be determined, modified or altered by the appointing authority on an adhoc basis.

(ii) Provided further that seniority in service for the purpose of promotion of a member of the Staff transferred from one Judgeship to another Judgeship or from High Court to a Judgeship under the proviso to Rule 6 shall be determined on the basis of length of service of the person transferred in the cadre from which promotion is under consideration. In doing so, however the previously determined inter se seniority of employees, belonging to the Same Covenanting state shall not be disturbed.

**Explanation:**'Length of Service' in the above proviso means length of substantive [Subs]<sup>83</sup> service in the case of a person appointed substantively & length of temporary service in the case of a person appointed temporarily.

(iii) The *inter se* seniority of person, appointed by promotion to the posts of Lower Division Clerks against the vacancies reserved under proviso to 6(b) shall, be determined on the basis of length of continuous service.

(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. [Added]<sup>84</sup>

**27. Seniority of Stenographers vis-a-vis other members: - The**

<sup>81</sup> Rule 24 deleted vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019 page 127(10)

<sup>82</sup> Substituted the Rule 26 except its proviso, vide Notification No. F.3(33)DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10)

<sup>83</sup> Substituted the expression "Permanent" in "explanation" to second proviso of Rule 26 vide Notification No. F.3 (33) DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

<sup>84</sup> Added proviso (iv) to Rule 26, vide Notification No. F.3 (33) DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).



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

Provided that if a candidate belonging to the Scheduled caste/ Scheduled Tribe is promoted to an immediate higher post/ grade against a reserved vacancy earlier than this 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. [Added]<sup>85</sup>

**28. Period of Probation:** - (1) All persons appointed to any cadre by direct recruitment against substantive vacancies shall be placed as probationer- trainee for two years.

Provided that a person who has been regularly recruited against temporary post and has put in two years service after such regular recruitment, on conversion of such post into a permanent one or on a permanent vacancy being available, he shall be confirmed only after he has fulfilled the conditions of confirmation as laid down in Rule 31. (Sub)<sup>86</sup>

(2) In case of a person who dies or is due to retire on attaining the age of superannuation, the period of probation shall be reduced so as to end the date immediately preceding the date of his/ her death or retirement from Government Service.

**29. [Deleted]**<sup>87</sup>

**30. Unsatisfactory progress during probation:** - (1) If it appears to the appointing authority at any time during or at the end of the period of probation that a probationer has failed to give satisfaction, the appointing authority may revert him to the post held substantively by him immediately preceding his appointment on probation, provided he holds a lien thereon or in other case may remove him from service:

Provided that the appointing authority may extend the period of probation of any probationer by a specified period not exceeding six months.

(2) A probationer reverted or removed from service during or at the end of the period of probation under sub-rule (1) shall not be entitled to any compensation.

**31. Confirmation** .- “A probationer shall be confirmed in his appointment at the end of the period of probation if the Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation<sup>88</sup>.”

**32. Scale of Pay:** - The Scale of pay to a person appointed to the posts in the various cadre shall be such as may be sanctioned by the Government from time to time.

<sup>85</sup> Added proviso to Rule 27 & also Deleted Rule 29, vide Notification No. F.3 (33) DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

<sup>86</sup> Substituted vide Notification No. F.3 (33) DOP/A-II/85 Dt.9.1.2013.

<sup>87</sup> Deleted Rule 29 vide Notification No. F.3 (33) DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193 (10).

<sup>88</sup> Rule 31 subs. Vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.201page 127(10).

**33. Pay during probation:** - A probationer trainee appointed to the service by direct recruitment, shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Government from time to time.(Subs)<sup>89</sup>

**34. Increments during probation:** - Increments to the probationer-trainee and probationer shall be governed by the provisions of the Rajasthan Service Rules, 1951 as amended from time to time. (Subs)<sup>90</sup>

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

**35-A:** - The employees who, by an order of the High Court, have worked, during winter holidays, may be compensated by compensatory casual leave in the next calendar year. [Added]<sup>91</sup>

**36. Regulation of leave, allowance, pension etc :-** Except as provided in these Rules, the pay, allowance, pension, leave & other conditions of service of the staff shall be regulated by :-

1. The Rajasthan Service Rules, 1951 as amended upto date.
2. The Rajasthan Travelling Allowance Rules, as amended upto date.
3. The Rajasthan Civil Services (Classification, Control & Appeal) Rules, 1958 as amended upto date.
4. The Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969 as amended upto date.
5. The Rajasthan Civil Services (Conduct) Rules, 1971 as amended upto date.
6. The Rajasthan Civil Services (Unification of pay scales) Rules, 1950 as amended upto date.
7. The Rajasthan Civil Services (Rationalization of Pay Scale) Rules, 1956 as amended upto date.
8. The Rajasthan Civil Services (Revised Pay Scale) Rules, 1961 as amended upto date.
9. The Rajasthan Civil Services (New Pay Scales) Rules, 1969 as amended upto date.
10. The Rajasthan Civil Services (Revised New Pay Scales) Rules, 1976 as amended upto date.
- 10A. Rajasthan Compassionate Appointment of Dependants of Deceased Government Servant Rules, 1996 as amended up to date.<sup>92</sup>
11. Any other Rules made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time being in force.

Provided that the powers exercisable under the aforesaid rules & the orders by the Government shall be exercisable by the High Court.[Added]<sup>93</sup>

<sup>89</sup> Substituted vide Notification No. F.3 (33) DOP/A-II/85 Dt.9.1.2013.

<sup>90</sup> Substituted vide Notification No. F.3 (33) DOP/A-II/85 Dt.9.1.2013.

<sup>91</sup> Added Rule 35-A, vide Notification No. F.3 (33) DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt.18.2.2000, pg.193(10).

<sup>92</sup> Ins vide Notification No. G.S.R. 100 Dt. 07.03.2014 Pub. in Raj. Gazette Exty Pt.-IV-C(i), dt 01.03.2014

<sup>93</sup> Added proviso to Rule 36, vide Notification No. F.3 (33) DOP/A-II/85, Dt. 8.12.99, Pub. in Raj. Gazette Exty. Pt.-IV-C(i), Dt. 18.2.2000, pg.193(10).



<sup>94</sup>**Schedule-I**  
**Part-I**  
**For Clerk Grade-II**  
**(Syllabus for the Competitive Examination)**  
**(See Rule 16)**

**EXAMINATION.-** A competitive examination shall be held to test the ability of the candidate in the following subjects and 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 45%<sup>95</sup> marks and 40%<sup>96</sup> marks in case of Scheduled Caste / Scheduled Tribes & Specially Abled Persons<sup>97</sup> 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 Recruiting Authority<sup>98</sup> may deem appropriate but in the

<sup>94</sup> Schedule I subs, vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019 page 127(11)

<sup>95</sup> Subs. "45%" in place of "50%" Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>96</sup> Subs."40%" in place of "45%" Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>97</sup> Subs.Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>98</sup> Subs. "Recruiting Authority" in place of "Appointing Authority" Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

said range all those candidates who secure the same percentage of marks shall be included.”

“(iii) No candidate who failed to secure 50% in the aggregate with at least 40% marks in case of Scheduled Caste / Scheduled Tribes & Specially Aabled persons and 45% marks in case of all other categories, in each test, at the competitive examination shall be selected. If two or more of such candidates obtain equal marks in the aggregate, their names shall be arranged on the basis of general suitability.”<sup>99</sup>

## PART –II

### FOR STENOGRAPHER GRADE-III

Competitive examination for the posts of Stenographer Grade-IIIs shall consist of the subject given in two alternative Groups A and B. A candidate shall be required to pass the subject group of the post applied and required to pass Group C compulsorily:-

#### Group- A

**1. English Shorthand test** **100 marks**  
The test shall consist of dictation at 80<sup>100</sup> words per minute.

#### Group- B

**1. Hindi Shorthand test** **100 marks**  
The test shall consist of dictation at 70<sup>101</sup> words per minute.

#### Group- C

**Computer:** There will be speed test on computer.

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

The test will be in two papers consisting speed & Efficiency carrying 50 Marks each. <sup>102</sup>

### SCHEDULE-II [Deleted]<sup>103</sup>

<sup>99</sup> Subs. Vide notification No. F.3(33)DOP/A-II/85 dt.03.10.2019, Pub.in Raj. Gazette Exty. Pt. IV C (i) Dated 04.10.2019

<sup>100</sup> Subs vide notification GSR96 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019 page 127(3)

<sup>101</sup> Subs vide notification GSR96 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019 page 127(3)

<sup>102</sup> Subs. vide Notification no. F.3(33)DOP/A-II/85 dated 01.12.2015 Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(7)

<sup>103</sup> Deleted vide Notification no. F.3(33)DOP/A-II/85 dated 01.12.2015 Pub. in Raj. Gazette Exty.Pt. IV C (i) Dated 02.12.2015,pg.197(7)

**SCHEDULE-III**  
**(Rules 19)**

Form of register showing the marks of the candidates who have passed recruitment test held in judgeship in order of merit

YEAR-----

1	2	3	4	5	6	7
S.No.	Name of the selected candidate, his father's name and address	Date of birth as per Board/ University Certificate	Educational qualification	Marks obtained	whether member of Scheduled caste/ Scheduled Tribes	remarks

Signature of  
the District Judge

**SCHEDULE -IV**

<sup>104</sup>[deleted]

<sup>105</sup>**SCHEDULE-V**

S. No.	Name of post	No. of posts			Pay Matrix	Level in Pay Matrix	Special Pay/Allowance
		Temporary	Permanent	Total			
1	Court Manager (District Courts)	-	35	35	56100-177500	L-14	---

By Order & in the name of the Governor

Special Secretary to the Government

<sup>104</sup> Schedule IV deleted vide notification GSR98 Pub. In Raj Gaz Exty. Part 4 c(i) dated 28.01.2019page127(12)

<sup>105</sup> Added vide Notification No. G.S.R. 366 F.3(33)DOP/A-II/85 Part, Dt. 08.10.2021, Pub. In Raj. Gazette Exty. Pt.-IV-C(i), Dt. 25.10.2021