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**GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL
(A-Gr.-II)**

No. F 3 (33) DOP/A-II/85

Date: 7.3.2014

NOTIFICATION

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 Rajasthan High Court hereby makes the following rules further, to amend the Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986, namely :-

1. Short title and commencement.- (1) These rules may be called the Rajasthan Subordinate Courts Ministerial Establishment (Amendment) Rules, 2014.

(2) They shall come into force with immediate effect.

2. Amendment in rule 10.- (I) In existing sub-clause (i) of clause (b) of sub-rule (1) of rule 10 of the Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986, herein after referred to as the said rules, the following amendment shall be made:

(a) the existing expression "and 40 words per minute in English Typing", appearing after the words "English Shorthand", shall be deleted.

(b) the existing expression "and 30 words per minute in Hindi Typing", appearing after the words "Hindi Shorthand", shall be deleted.

(II) the existing clause (d) of sub-rule (1) of rule 10 of the said rules shall be substituted by the following:-

"(d) Must have passed -

"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."

(III) the existing sub-rule (2) of rule 10 of the said rules shall be substituted by the following :-

"(2) a candidate for direct recruitment to the general cadre must have passed the Senior Secondary Examination of the Rajasthan Board of Secondary Education or any Examination of University or Board recognized as equivalent thereto by the Government. or any higher examination. and must in addition possess a good knowledge of Hindi written in Devnagari script and must have passed :-

"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 and Computer Software (DPCS) Certificate organized under National/State

Council of Vocational Training Scheme;

or

Diploma in Computer Science / Computer Applications from a University established by law in India or from an institution recognised by the Government;

or

Diploma in Computer Science & Engineering from a polytechnic institution recognised 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."

Provided that in suitable cases, the High Court may relax the condition of Computer Application qualification for physically disabled persons, who shall be eligible for recruitment and appointment to the earmarked and reserved posts in accordance with the Rajasthan Disabled persons Employment Rules, 2000 and orders of the Government issued from time to time in this behalf:

Provided further that for the recruitment to the post of Lower Division Clerk by way of promotion from the Class IVth employees as provided in Rule 6(b) the academic qualification shall be as follows :

(i) For the posts available for promotion upto 31st July 2013

"Secondary from a recognized board or its equivalent examination."

(ii) For the posts available for promotion after 31st July 2013

"The same as provided for direct recruitment to the post of Lower Division Clerk".

3. Amendment in rule 36.- After existing entry no. 10, the following new entry no. 10 A shall be inserted :-

“10A. Rajasthan Compassionate Appointment of Dependants of Deceased Government Servant Rules, 1996 as amended up to date.”

4. Substitution of Schedule-I.- The existing Schedule-I appended to the said rules, shall be substituted by the following, namely:-

“Schedule-I
Part-I
For Lower Division Clerks
(Syllabus & Rule for the Competitive Examination)
(See Rule 16)”

The Competitive Examination shall include the following subject and each subject will carry the number of marks shown against it :-

Section A- Written Test	Time 3 Hours	
English & Hindi		200 marks

Section B- Type-writing Test on Computer		
English Type writing or Hindi Type writing		100 marks

The standards & scope of written papers shall be as follows:-

Section A: Written- English and Hindi

There will be objective type Question Paper containing 200 Questions out of which 50% weightage shall be given to General Hindi and 50% to General English to test the knowledge of subject based on the following syllabus :-

1. सामान्य हिन्दी

1. संधि और संधि विच्छेद
2. सामासिक पदों की रचना और समास विग्रह
3. उपसर्ग

4. प्रत्यय
5. पर्यायवाची शब्द
6. विपरीतार्थक (विलोम) शब्द
7. अनेकार्थक शब्द
8. शब्द-युग्म
9. संज्ञा शब्दों से विशेषण बनाना
10. शब्द-शुद्धि : अशुद्ध शब्दों का शुद्धीकरण और शब्दगत अशुद्धि का कारण
11. वाक्य-शुद्धि : अशुद्ध वाक्यों का शुद्धीकरण और वाक्यगत अशुद्धि का कारण
12. वाच्य कर्तृवाच्य, कर्मवाच्य और भाववाच्य प्रयोग
13. क्रिया सकर्मक अकर्मक और पूर्वकालिक क्रियाएं
14. वाक्यांश के लिए एक सार्थक शब्द
15. मुहावरें और लोकोक्तियाँ
16. अंग्रेजी के पारिभाषिक (तकनीकी) शब्दों के समानार्थक हिन्दी शब्द
17. सरल, संयुक्त और मिश्र अंग्रेजी वाक्यों का हिन्दी में रूपान्तरण और हिन्दी वाक्यों का अंग्रेजी में रूपान्तरण
18. कार्यालयी पत्रों से सम्बन्धित ज्ञान

2. GENERAL ENGLISH :

1. Tenses Sequence of Tenses
2. Voice : Active and Passive
3. Narration : Direct and Indirect
4. Transformation of Sentences : Assertive to Negative, Interrogative, Exclamatory and vice-verse
5. Use of Articles, Determiners and Prepositions
6. Translation of Simple (Ordinary/Common) Sentences from Hindi to English and Vice-verse
7. Correction of sentences including subject, verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used
8. Glossary of official, Technical Terms (with their Hindi Versions)
9. Synonyms and Antonyms
10. One word substitution
11. Prefixes and suffixes
12. Confusable words
13. Comprehension of a given passage
14. Knowledge of Official/Demi Official Letters, Circular, Notices and Tenders.

Section – B : 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).

PART -II FOR STENOGRAPHERS

Competitive examination for the posts of Stenographers shall consist of the subject given in two alternative Group 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

English Shorthand test 100 marks

The test shall consist of dictation at 100 words per minute.

Group- B

Hindi Shorthand test 100 marks

The test shall consist of dictation at 80 words per minute.

Group- C

Computer : There will be speed test on computer.

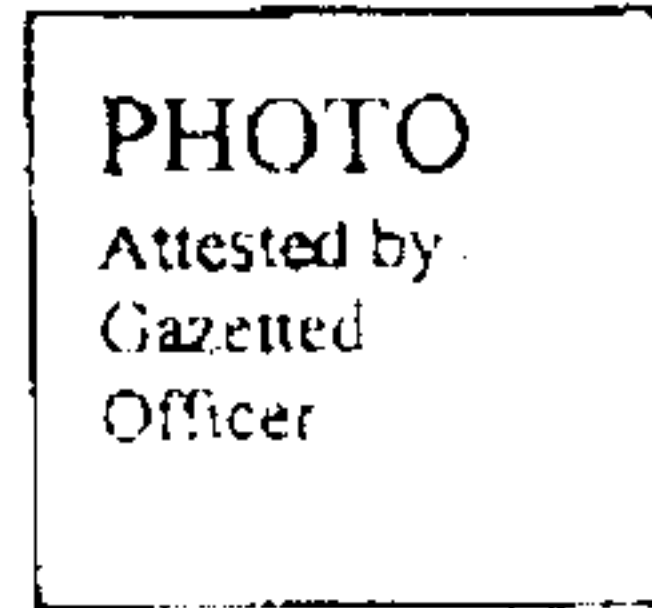
Speed : Minimum speed should be 8000 depressions per hour on computer. Data will have to be fed in English Language or in dual language i.e. English and Hindi.

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

5. Substitution of Schedule-II:- The existing Schedule-II shall be substituted by the following, namely:-

**"SCHEDULE-II
APPLICATION FORM
FORM -'A'
FOR LOWER DIVISION CLERKS**

1. Name of the candidate
(in block letters)



2. Date of Birth
(in English Calendar)

3. Nationality

4. Father's name with occupation

5. Place of residence

6. Residential Address with Telephone or Mobile No.

7. Gender - Male or Female

8. Marital Status -Married or Unmarried

9. No. of Children with Date of Birth

10. Educational qualifications specifying
examinations passed with divisions & years

11. Name of the computer course/qualification applicant
possess with the name of the Institution from which
such qualification acquired.

12. (a) Typewriting on computer (Hindi/English) speed in
depressions per hour.

(b) Whether knows typewriting on computer &
shorthand both then write speed of shorthand.

13. Whether he can read & write Hindi with ease,
correctness & fluency.

14. Whether the applicant has been previously or is at the time of applying, in the service of the State Government. If yes, full particulars to be given of the Department, the post held and the pay drawn & whether he has the sanction of the Head of office for making such an application, and in case he has left government Service, under what circumstances.

15. Does he belong to Scheduled Caste/Scheduled Tribe/Other Backward Class/Special Backward Class Person with disability. If so, give particulars with a certificate from a Magistrate in support of the claim.

(Signature of the applicant)
with date & address

Note :- 1. Date of birth shall be the date recorded in the certificate of Secondary Examination or other examination recognized by the Government as equivalent thereto.

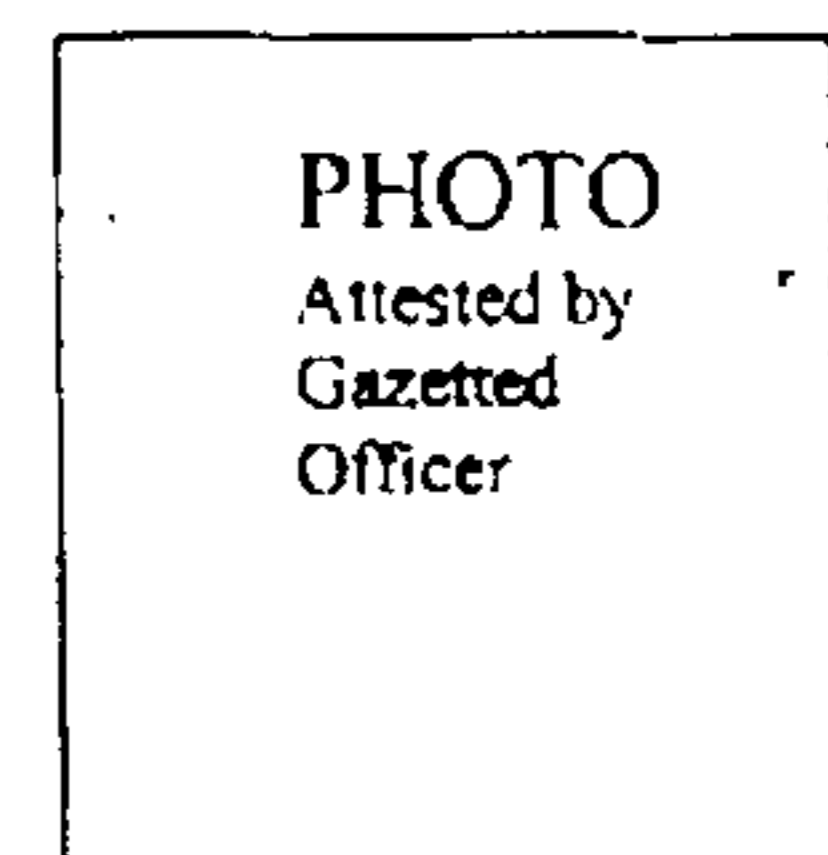
2. The application shall be accompanied by the following certificates :-

- (a) Certificates of passing the examination mentioned in para 10 above.
- (b) Certificates of good character by the Principal Academic Officer of the University or College or School in which the applicant was last educated & by two responsible persons of status (not being relations) who are well acquainted with the applicant's private life & are unconnected with his University, College or School.
- (c) Any other certificate of recommendation which the applicant wishes to produce.

FORM - 'B'

(FOR PERSONAL ASSISTANT/ STENOGRAPHERS..... (Hindi / English)*)

1. Name of the candidate
(in block letters)
2. Date of Birth
(in English Calendar)
3. Nationality
4. Father's name with occupation
5. Place of residence



6. Residential Address with Telephone or Mobile No.
7. Gender - Male or Female _____
8. Marital Status -Married or Unmarried _____
9. No. of Children with Date of Birth
10. Educational qualifications specifying examinations passed with divisions & years
11. Whether he learnt shorthand privately or in any educational institution.
12. (a) Name of the computer course/qualification applicant possess with the name of the Institution from which such qualification acquired.
(b) Typewriting on computer (Hindi/English) speed in depressions per hour.
13. Whether he knows both English & Hindi Shorthand or only one of them.
(a) Speed in English Shorthand
(b) Speed in Hindi Shorthand
14. Whether he can read & write Hindi with ease, correctness & fluency.
15. Whether the applicant has been previously or is at the time of applying, in the service of the State Government. If yes, full particulars to be given of the Department, the post held and the pay drawn & whether he has the sanction of the Head of office for making such an application, and in case he has left government Service, under what circumstances.
16. Does he belong to Scheduled Caste/Scheduled Tribe/Other Backward Class/Special Backward Class/ Person with disability. If so, give particulars with a certificate from a Magistrate in support of the claim.

(Signature of the applicant)
with date & address

*strike out whichever is not applicable.

Note :- 1. Date of birth shall be the date recorded in the certificate of Secondary Examination or other examination recognised by the Government as equivalent thereto.

2. The application shall be accompanied by the following certificates :-

(a) Certificates of passing the examination mentioned in para 10 above.

(b) Certificates of good character by the Principal Academic Officer of the University or College or School in which the applicant was last educated & by two responsible persons of status (not being relations) who are well acquainted with the applicant's private life & are unconnected with his University, College or School.

(c) Any other certificate of recommendation which the applicant wishes to produce.

By Order and in the name of the Governor,

SKB

(Shailendra Shrivastava)

Joint Secretary to the Government

9/2014