

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

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

Date: 01.12.2015

**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 High Court of Judicature for Rajasthan 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, 2015.

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

**2. Amendment of rule 3 :** In existing rule 3 of the Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986, hereinafter referred to as the said rules —

(i) after the existing clause (a), the following new clause (aa) shall be inserted :-

“(aa) “Recruiting Authority ” means Registrar General of the High Court or any other officer authorized by the High Court.”

(ii) The existing clause (j) shall be substituted by the following :-

“(j) “Subordinate 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

And any other Court Subordinate to the High Court created by the Government in accordance with law."

**3. Amendment of rule 10 :** In clause (b) of sub-rule (1) of rule 10 of the said rules, the sub-clause (i) and (ii) shall be substituted by the following :-

- "(i) in the case of Stenographer  
either  
at 90 words per minute in English Shorthand  
or  
at 70 words per minute in Hindi Shorthand,
- (ii) in case of Personal Assistants  
either  
at 95 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"

4. **Amendment of rule 13** :- In rule 13 and its clause (a) of the said rules for the existing expression "Appointing Authority" wherever occurring, the expression "Recruiting Authority or the Appointing Authority, as the case may be," shall be substituted.

5. **Amendment of rule 14** : In proviso to sub-rule (ii) of Rule 14 for the expression "conducted by the High Court according to the syllabus & instructions given in Schedule-IV" the expression "conducted by the District & Sessions Judge in accordance with the syllabus & instructions given in Schedule-IV" shall be substituted.

6. **Amendment of rule 15** :- The existing rule 15 of the said rules shall be substituted by the following :-

**"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."

7. **Amendment of rule 16** :- The existing rule 16 of the said rules shall be substituted by the following :-

**"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."

8. **Amendment of rule 17** :- The existing rule 17 of the said rules shall be substituted by the following :-

**"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."

**9. Amendment of rule 19 :-** The existing sub rule (i) and Note below its of rule 19 of the said rules shall be substituted by the following :-

"(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 :

Provided that no candidate who failed to secure 50% in the aggregate with at least 40% marks in each paper (as mentioned in Schedule-I), 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. An entry shall be made in the remarks column against the name of a candidate who has qualified himself as Stenographer.

**Note:-**

(1) On the basis of qualifying marks secured in paper I & II, candidates to the extent of 15 times of total number of vacancies shall be declared qualified to be called for computer (efficiency and speed) test.

(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. List of finally 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."

**10. Deletion of rule 21 :-** The existing rule 21 of the said rules shall be deleted.

**11. Amendment of rule 22 :-** The existing rule 22 of the said rules shall be substituted by following :-

**"22. Procedure for recruitment to the Post of Senior Personal Assistant/Personal Assistant/ Stenographer.-** The selection on the post of Senior Personal Assistant/ Personal Assistant/ Stenographer 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."

**12. Amendment of rule 23 :-** The existing sub-rule (1) and (2) of rule 23 of the said rules shall be substituted by the following :-

"(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 Stenographers 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."

**13. Amendment of Schedule-I:-** In Schedule-I appended to the said rules :-

(i) the existing Part-I shall be substituted by following:-

**"Part-I**  
**For Lower Division Clerks**  
**(Syllabus & Rule for the Competitive Examination)**  
**(See Rule 16)**

**I - Written Examination :**

The written examination shall include the following papers and each paper will carry the number of marks shown against it:-

Paper-I -	English- 100 Marks	Duration - 90 Minutes
Paper-II -	Hindi - 100 Marks	Duration - 90 Minutes

There will be objective type question papers containing 100 questions in each.

## II- Computer Test :

**The Computer (Efficiency & Speed) Test shall consist of two papers:-**

Paper-I - Speed Test - 50 Marks Duration 10 Minutes

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

Paper-II - Efficiency Test - 50 Marks Duration 10 Minutes To assess proficiency on computer.

### Syllabus

Syllabus for English & Hindi papers is as follows :-

#### 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 लिये एक सार्थक शब्द
15. मुहावरे और लोकोक्तियां
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 versa.
5. Use of Articles, Determiners and Prepositions
6. Translation of Simple (Ordinary/Common) Sentences form Hindi to English and Vice versa.
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."

- (ii) The existing "Group-C" of Part-II of Schedule-I shall be substituted by the following:-

**"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."

- 14. Deletion of Schedule II :-** The existing Schedule II appended to these rules shall be deleted.



**15. Amendment of Schedule-IV :-** The existing item no. 4 of Schedule-IV appended to these rules shall be substituted by the following :-

"4. The examinations will be held every year on the date & at the time fixed by the High Court, at the head-quarters of the District & Sessions Judge, who will make all the necessary arrangements according to the syllabus and the instructions issued by the High Court from time to time."

By Order and in the name of the Governor



(O.P. Gupta)

Joint Secretary to the Government

61/2015