



सत्यमेव जयते

राजस्थान राजपत्र विशेषांक	Regd. No. RJ. 2539 RAJASTHAN GAZETTE Extraordinary
साधिकार प्रकाशित	Published by Authority
फाल्गुण 14, बुधवार, शके 1907-मार्च 5, 1986. Phalgun 14, Wednesday, Saka 1907—March 5, 1986	

भाग 4 (ग)
उप-खण्ड (1)

राज्य सरकार तथा अन्य राज्य-प्राधिकारियों द्वारा जारी किये गये (साधान्य आदेशों, उप-विधियों आदि को सम्मिलित करते हुए) सामान्य कानूनी नियम।

DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS

(Department 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 and the conditions of service of the persons so appointed:—

THE RAJASTHAN SUBORDINATE COURTS MINISTERIAL ESTABLISHMENT RULES, 1986

1. *Short title, commencement and extent.*—(i)

These rules may be called the Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986.

(ii) They shall come into force at once.

(iii) They shall apply to all persons in the Ministerial Establishment of the Courts Subordinate to the High Court of Judicature for Rajasthan.

2. *Supersession of existing rules and 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Rajasthan Subordinate Civil Courts Ministerial Establishment Rules, 1958 are hereby repealed but any action taken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 and 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 and Sessions Judge, with the approval of the High Court.
- (b) "Commission" means the Public Service Commission for Rajasthan.
- (c) "Direct recruitment" means recruitment otherwise than by promotion or transfer.
- (d) "Government" and "State" mean respectively, the Government of Rajasthan and the State of Rajasthan.
- (e) "High Court" means the High Court of Judicature for Rajasthan.
- (f) "Judgeship" means the administrative Jurisdiction of District and Sessions Judge.
- (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 to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.

Note.—Due selection by any 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) "Subordinate Courts" means the Courts of —
- (i) District & Sessions Judge,
 - (ii) Additional District & Sessions Judge,
 - (iii) Special Judge,
 - (iv) Civil Judge-cum-Chief Judicial Magistrate,
 - (v) Civil Judge-cum-Additional Chief Judicial Magistrate,
 - (vi) Additional Civil Judge-cum-Judicial Magistrate,
 - (vii) Additional Civil Judge (Judge, Small Cause Court)-cum-Judicial Magistrate,
 - (viii) Munsif,
 - (ix) Munsif-cum-Judicial Magistrate,
 - (x) Additional Munsif-cum-Judicial Magistrate,
 - (xi) Judicial Magistrate,
 - (xii) Judicial Magistrate (Railway),
 - (xiii) Judicial Magistrate (Roadways),
 - (xiv) Special Judicial Magistrate.

and any other Court subordinate to the High Court created by the Government in accordance with law.

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 sanctioned by

the Government for the subordinate 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 a cadre of Stenographer and a general cadre consisting of one or more of the following categories of posts as may be determined by the High Court from time to time;

A. Stenographer Cadre:

- (1) Stenographers Grade I for the Courts of District and Sessions Judges and Additional District and Sessions Judges.
- (2) Stenographer Grade II for the Courts other than the Courts of District & Sessions Judges and Additional District & Sessions Judges.

B. General Cadre:

- (1) Munsarim,
- (2) Assistants,
- (3) Readers for the Courts of District and Sessions Judges and Additional District & Sessions Judges.
- (4) Readers for the Courts other than those mentioned above.
- (5) Upper Division Clerks:—
 - (a) Senior Clerk,
 - (b) Head Copyist,
 - (c) Record Keeper.
- (6) Lower Division Clerks:—
 - (a) Civil Clerk,
 - (b) Criminal Clerk,
 - (c) Execution Clerk,
 - (d) Assistant Nazir,
 - (e) Assistant Record-Keeper,
 - (f) Librarian,
 - (g) Inspection Clerk,

- (h) Typist,
- (i) Copyist,
- (j) Hindi Typist-cum-Copyist,
- (k) Receipt and Despatch Clerk,
- (l) Relieving Clerk.

(7) Any other post as may be sanctioned by the Government from time to time.

(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 & Sessions Judge concerned.

PART-III

Recruitment

6. *Methods of recruitment.*—Recruitment to the Staff after the commencement of these rules shall be made:—

(a) to the cadre of Stenographers,

(i) as Stenographer Grade II by direct recruitment.

(ii) as Stenographer Grade I by promotion from Stenographer Grade II :

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

(b) to the general cadre as Lower Division Clerks by a Competitive Examination:

Provided that 10% of the total number of vacancies of the Lower Division Clerks in each Judgeship shall be reserved for being filled in by promotion from amongst the 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 Lower Division Clerk.

(c) to other posts 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 Ministerial or Class IV establishment from one judgeship to another or a member of the Ministerial or Class IV establishment of the High Court to the Ministerial or Class IV establishment of a Judgeship or a Member of the Ministerial or Class IV establishment of Judgeship to the Ministerial or Class IV establishment of the High Court.

6-A. Notwithstanding anything contained in these rules, the recruitment, appointment, promotion, seniority and confirmation etc. of a person who joins the Army/Air Force/Navy during an Emergency shall be regulated by such orders and instructions as may be issued by the Government from time to time provided that these are regulated *mutatis mutandis* according to the instructions issued on the subject by the Government of India 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 and 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, and 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 and Scheduled Tribes shall be considered for appointment in the order in which their names appear in 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 and promotion.

In the event of non-availability of the eligible and

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

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

- (a) A citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (e) A person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi Zaire and Ethopia with the intention of permanently settling in India :

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India and if he belongs to category (e) the certificate or eligibility will be issued for a period of one year, after which such a candidate will be remained in service subject to his having acquired Indian Citizenship.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an Examination or interview conducted by the Commission or other recruiting authority as the case may be, and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government.

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 31 years on the first of January of year following the date of application :

Provided that:—

- (i) the upper age limit shall be relaxed by 5 years in the case of a member of Scheduled Caste or Scheduled Tribe.
- (ii) in the case of woman candidates the upper age limit shall be raised by 5 years.
- (iii) the upper age limit for reservists, namely defence services personnel transferred to the reserve shall be 45 years.
- (iv) the upper age limit shall be relaxable by a period equal to the service rendered in the N.C.C. in the case of Cadet instructors and if the resultant age does not exceed the prescribed maximum age limit by more than 3 years, they shall be deemed to be within the prescribed age limit.
- (v) there shall be no restriction as to age for a candidate already serving in connection with the affairs of the State in a substantive or temporary capacity, having been so appointed prior to his attaining the age of 31 years.
- (vi) there shall be no age limit in the case of persons repatriated from East African countries of Kenya, Tanganyika, Uganda and Zanzibar.
- (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 overage before conviction and was eligible for appointment under the Rules.

10. *Academic qualifications.*—(1) A candidate for direct recruitment to the stenographers cadre:—

- (a) must have passed the Higher Secondary Examination in Arts or Science or Commerce of the, Rajasthan

Board of Secondary Education or an Examination equivalent thereto recognised by the Government or any Higher Examination;

(b) must have passed a provisional speed test:—

(i) in the case of Stenographers Grade-II

either

at 100 words per minute in English Shorthand and 40 words per minute in English Typing.

or

at 80 words per minute in Hindi Shorthand and 30 words per minute in Hindi Typing.

(ii) in the Case of Stenographers Grade-I

either

at 120 words per minute in English Shorthand and 40 words per minute in English Typing.

or

at 100 words per minute in Hindi Shorthand and 30 words per minute in Hindi Typing and during the period of probation passed the Stenographers Grade-I or Stenographers Grade-II, as the case may be, test conducted by the Commission in the subjects mentioned in Part-II of Schedule-I :

Provided that the persons appointed temporarily as Stenographers prior to 31-8-78 and have put in 3 years service as on 31-8-78 shall be exempted from appearing at the test to be held by the Public Service Commission and shall be treated as regularly appointed Stenographers if they possess the educational qualifications; prescribed in the rule and were so appointed after passing the provisional speed test held by the District Judge.

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

(2) A candidate for direct recruitment to the general cadre must have passed the Secondary Examination of the

Rajasthan Board of Secondary Education or any Examination of a University or Board recognised as equivalent thereto by the Government, or any higher examination, and must in addition possess a good knowledge of Hindi written in Devanagari Script :

Provided that the above conditions shall not apply to the physically handicapped persons who shall be eligible for recruitment and appointment to the earmarked and reserved posts in accordance with the Rajasthan Employment of the physically handicapped Rules, 1976 and orders of the Government issued from time to time in this behalf.

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 each 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 and 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 and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object the overthrow by violent means of Government as by law established, the mere conviction need not be regarded as a disqualification.

12. *Physical Fitness.*—A candidate for direct recruitment to any cadre must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties and if selected, must produce a certificate to that effect from a medical authority notified by Government for the purpose. The appointing authority may dispense with production of such certificate in the case of a candidate promoted in the regular line of promotion, or who is already serving in connection with the affairs of the State if he has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him are to be comparable for efficient performance

of duties of the new post and his age has not reduced his efficiency for the purpose.

13. *Employment of irregular or improper means.*—A candidate who is or has been declared by the Commission/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 Commission/Appointing Authority from admission to any examination or appearance at any interview held by the Commission/Appointing Authority for selection of Candidates, and
- (b) by the Government from employment under the Government.

14. *Promotion.*—(i) The posts in a Judgeship are ordinarily reserved for Clerks in that Judgeship and 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 Upper Division Clerks and Readers in the Courts other than those of District and Sessions Judges and Additional District and Sessions Judges shall be made from the Lower Division Clerks on the basis of seniority-cum-merit :

Provided that the Lower Division Clerk shall not be considered for promotion to the next higher post or category of posts until he passes the Departmental Examination of Clerks conducted by the High Court according to the syllabus and instructions given in Schedule IV.

(iii) Selection for promotion to the posts of Readers in the Courts of District and Sessions Judges and Additional District and Sessions Judges as also Assistant shall be made from amongst Upper Division Clerks/Readers of the Courts

other than the Courts of District and Sessions Judges and Additional District and Sessions Judges on the basis of merit alone.

(iv) No Stenographer Grade-II shall be promoted as Stenographer Grade-I, unless he passes a provisional speed test held by the appointing authority and during the period of probation passes the Grade-I Stenographers test held by the Commission as laid down in Rule 10(1) (b) (ii), Persons who are over 50 years of age and are otherwise due for promotion shall not be required to pass this test held by the Commission.

(v) Selection for promotion to the post of Munsarim shall be made on the basis of merit alone. No person shall be appointed substantively as Munsarim unless he has been in service for at least ten years and during that period has held the post of Upper Division Clerk or a higher post including that of Stenographer Grade I and Stenographer Grade II for at least five years and has passed the Departmental Examinations of Munsarim according to the syllabus and instructions given in Schedule IV.

(vi) A person promoted as Munsarim shall be reverted to the post held by him prior to his promotion as Munsarim, if he fails to pass the Departmental Examinations of Munsarim even after three attempts.

(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 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) The provisions of this rule shall have effect notwithstanding anything to the contrary contained in any other provisions of these rules..

PART—IV

Procedure for direct recruitment

15. *Frequency of examinations.*—Early in each year or

as the circumstances may require each District Judge shall recruit as many candidates for his Judgeship as required for the vacancies likely to arise in the Course of the year.

16. *Authority for conducting the examination and Syllabus.*—The examination shall be conducted by the District Judge or by a Senior Judge or Munsif if such power is delegated to any one of them by the District Judge on the basis of likely vacancies during a year. The Syllabus of the examination shall be as given in Schedule-I.

17. *Inviting of applications.*—The applications to sit at the examination shall be invited by the District Judge by advertising the post in such manner as he may deem fit and shall be made in form 'A' given in Schedule-II.

The applicants shall be required to deposit a sum of Rs. 5/- as application fee in the District Court:

Provided that the applicants, belonging to Scheduled Castes and Scheduled Tribes shall not be required to deposit the application fee.

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 initialled and dated by the appointing authority:

Provided that no candidate who failed to secure 40% of the total marks with atleast 50% marks in each paper at the competitive examination shall be selected. If two or more of such candidates obtained equal marks in the aggregate, their names shall be arranged in order of merit on the basis of their general suitability. An entry shall be made in the remarks column against the name of a candidate who has qualified himself as Stenographer Grade-II.

Note:—(1) An official working in the regular line shall be deemed to have qualified himself as Stenographer

Grade-II if at any examination held by the Commission he certified to possess a speed of 100 words per minute in English shorthand and 40 words per minute in English type-writing or 80 words per minute in Hindi shorthand and 30 words per minute in Hindi type-writing.

(2) The result of the successful candidates shall be exhibited on the notice board of the Court of District and Sessions Judge showing the marks obtained by all the candidates in different subjects.

(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.

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.

PART—IV

Procedure for direct recruitment to the Stenographers Cadre

21. *Inviting Applications.*—Application for direct recruitment to the Stenographers Cadre shall be invited by the appointing authority by advertising the vacancies to be filled in

such manner as it may deem fit and shall be made in form 'B' given in Schedule II.

22. *Selection.*—The selection shall be made by the appointing authority after holding a speed test and 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 a list in order of merit, and appointment shall be made out of those who stand highest in the list and 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.

PART—V

Appointments, Probation and Confirmation

23. *Appointments.*—(1) All appointments to the Ministerial establishment shall be made by the District Judge, except in case of Stenographers, 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.

(3) A vacancy which can not be filled in immediately either by direct recruitment or by promotion may be filled in by appointing authority by 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. *A Departmental Examinations.*—The persons appointed to the posts of Lower Division Clerks and Munsarims shall be required to pass a Departmental Examination to be conducted by the High Court prior to their being confirmed after completion of probation or being considered for promotion to higher cadres. The syllabus of examination shall be as given in Schedule IV.

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 for the purpose of promotion shall ordinarily be determined from the date of the order of confirmation in the grade and if such date is the same in the case of more than one person then according to their respective positions in the next lower grade :

(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 *ad hoc* 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 permanent service in the case of a person appointed substantively and length of temporary service in the case of a person appointed temporarily.

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

27. *Seniority of Stenographers visa-vis other members*.—The seniority of Stenographers *visa-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.

28. *Probation*.—(1) All persons appointed to an

cadre by direct recruitment or promotion against permanent vacancies shall be placed on probation for one year:

Provided that a person who has been regularly recruited against temporary post and has put in two years service after such regular recruitment shall not be placed on probation on conversion of such post into a permanent one or on a permanent vacancy being available but he shall be confirmed only after he has fulfilled the conditions of confirmation as laid down in Rule 31:

Provided further that in the case of recruitment to the cadre of Stenographers the probationary period shall stand extended till the Stenographers passes the qualifying test held by the Commission, unless he is reverted or removed from Service in accordance with the provisions of Rule 30.

(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 on the date of immediately preceding the date of his/her death or retirement from Government Service.

29. *Existing Stenographers Grade-I.*—Notwithstanding anything contained in these rules, a person appointed as Stenographer Grade-I provisionally on or after 1-9-1968 and working continuously as such on the date of the coming into force of these rules shall be deemed to be on probation till the Commission holds the first test for Grade-I Stenographers under these rules and he shall be entitled to draw all annual grade increments due to him during this period. In case he passes the test he shall continue on the post he is holding, otherwise he shall be reverted to his substantive post unless for sufficient reason it is shown that he could not appear at the first test held by the Commission in which case he may be allowed a second chance to appear at the test, but no more.

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 his probation if:—

- (a) he has passed the prescribed Departmental Examinations of Clerks or Munsarims as the case may be, and
- (b) the Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

32. *Scale of Pay.*—The Scale of pay to a persons appointed to the posts in the various cadres shall be such as may be sanctioned by the Government from time to time.

33. *Pay during probation.*—The initial pay of a person appointed by direct recruitment to a post in the service/cadre shall be the minimum of the scale of pay of the post :

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

34. *Increments during probation.*—A probationer shall draw increments in the scale of pay admissible to him in accordance with the provisions of the Rajasthan

Service Rules, 1951 :

Provided that a Stenographer shall be allowed to draw increment in the scale prescribed for the post during the period of probation in case no test is held by the Commission within two years of his appointment.

35. *Representation*:—Any persons aggrieved by an order of the District and 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.

36. *Regulation of leave, allowance, pension etc.*—Except as provided in these Rules, the pay, allowance, pension, leave and 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 and 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 scales) 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.
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.

SCHEDULE-I

PART-I

For Lower Division Clerks

(Syllabus and Rule for the Competitive Examination.)

[See Rule 16]

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

<i>Section A-Written</i>	Time 2 hours for each paper.
1. English	100
2. Hindi	100
<i>Section B-Type</i>	
English Type or Hindi Type	100

The standard and scope of written papers shall be as follows:—

Section A-Written.

1. English

The paper will be set to test the candidate's proficiency in the language. Besides an essay to be written in English it may include translation from Hindi into English, precis writing and use of idioms etc. and dictation. The standard of the paper will be that of the Secondary Examination of the Rajasthan Secondary Education Board. Grace marks upto a maximum

of five may be given for good handwriting and deduction upto five marks may be made for bad handwriting.

2. Hindi

The paper will be set to test the candidate's proficiency in the language. Besides an essay to be written on one or several specified subjects, it may include precis writing, letter writing, use of idioms etc. and dictation. Grace marks upto a maximum of five may be given for good handwriting and deduction upto five marks may be made for bad handwriting.

Section-B-Type

3. Type Speed in English type—25 words per minute.
 Speed in Hindi type—20 words per minute.

- Note : 1. The procedure for testing the speed shall be as laid down by the Government from time to time.
2. Those candidates only who pass in the written test shall be eligible for appearing in the type-writing test. The candidates shall bring their own typewriters.

PART—II
FOR STENOGRAPHERS GRADE-II

Competitive examination for the posts of Stenographers Grade-II shall consist of the subjects given in two alternative groups A and B. A candidate shall be required to pass the subjects mentioned either of the Group:—

GROUP 'A'

- | | |
|--|-----------|
| 1. English shorthand test. | 100 marks |
| The test shall consist of dictation at 100 words per minute. | |
| 2. English type-writing test. | 100 marks |
| The test shall consist of speed test | |

and efficiency test carrying 50 marks each. The speed should be 40 words per minute.

GROUP 'B'

1. Hindi shorthand test. 100 marks
The test shall consist of dictation at 80 words per minute.
2. Hindi type-writing test. 100 marks
The test shall consist of speed test and efficiency test carrying 50 marks each. The speed should be 30 words per minute.

NOTE:—1. If a candidate has already passed the test conducted by the Commission in any of the subjects in a group, he will be required to pass only the remaining subjects of the other group.

2. The test shall be held at least once a year.

FOR STENOGRAPHER GRADE-I

The qualifying test for Stenographers Grade-I shall be held by the Commission at 120 words per minute in English dictation or 100 words per minute in Hindi dictation.

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.

PHOTO

5. Place of residence.
6. Educational qualifications specifying examinations passed with divisions and years.
7. Whether knows type-writing : if yes, then write speed in type-writing if knows shorthand and type-writing both, then write speed in type-writing and short-hand both.
8. Whether he can read and write Hindi with case, correctness and fluency.
9. Whether the applicant has been previously or is at the time of applying in the service of the State Government. If he is or has been, full particulars to be given of the Department, the post held and the pay drawn and whether he has the sanction of the Head of his office for making such an application, and in case he has left Government service, under what circumstances.
10. Whether the applicant has made any previous application for appointment in the ministerial establishment of the Subordinate Courts, and if so with that result.
11. Does he belongs to Scheduled Caste/ Scheduled Tribe. If so, give particulars with a certificate from a Magistrate in support of his claim.

**(Signature of the applicant)
with date and address.**

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 examinations mentioned in para 6 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 and by two responsible persons of status (not being relations) who are well acquainted with the applicant's private life and are unconnected with his University, College or School.
 - (c) Any other certificate of recommendation which the applicant wishes to produce.

FORM 'B'

(For Stenographers)

PHOTO

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. Educational qualifications specifying examinations passed with divisions and years.
7. Whether he learnt shorthand and type-writing privately or in any educational Institution.
8. Whether he knows both English and Hindi shorthand and type-writing or only one of them.
 - (a) Speed in English Shorthand and type-writing.
 - (b) Speed in Hindi Shorthand and type-writing.

9. Whether he can read and write Hindi with ease, correctness and fluency.
10. Whether the applicant has been previously or is at the time of applying in the service of the State Government. If he is or has been full particulars to be given of the department, the post held and the pay drawn and whether he has the sanction of the head of his office for making such an application, and in case he has left Government service, under what circumstances?
11. Whether the applicant has made any previous application for appointment in the ministerial establishment of the Subordinate Courts, and if so, with what result.
12. Does he belong to a Scheduled Caste/Scheduled Tribe. If so, give particulars with a certificate from a Magistrate in support of his claim.

*(Signature of the applicant
with date and address).*

- 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 6 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 and by two responsible persons of Status (not being relations) who are well acquainted with the applicant's private life and are unconnected with his University, College or School.
 - (c) Any other certificate of commendation which the applicant wishes to produce.

SCHEDULE III

(Rule 19)

FORM OF REGISTER SHOWING THE MARKS OF THE
CANDIDATES WHO HAVE PASSED RECRUITMENT
TEST HELD IN JUDGES HIP

IN ORDER OF MERIT

YEAR.. .. .

Serial Number	Name of the selected Candidate, his father's name and address.	Date of birth as per Board/University Certificate.	Educational qualification
1	2	3	4
Marks obtained	Whether member of Scheduled Caste/Scheduled Tribe.		Remarks
5	6		7

SIGNATURE OF THE
DISTRICT JUDGE

SCHEDULE IV

(See Rule 23-A)

**Syllabus and Instructions for the Departmental Examinations
for Munsarims and clerks.**

The Departmental Examinations for Munsarims and Clerks shall be held in the following subjects:—

FOR MUNSARIMS

- Paper I- (i) General Rules (Civil), 1952.
(ii) General Rules (Criminal), 1980.
- Paper-II- (i) Rajasthan Service Rules, 1951.
(ii) General Financial and Accounts Rules.

FOR CLERKS

- Paper-I General Rules (Civil), 1952.
Paper-II General Rules (Criminal), 1980.

- Each paper will be of 3 hours duration and will carry 100 marks. The minimum pass marks will be 33 in each paper.
- Persons working as Munsarims will be eligible for the Munsarims examination and those working as Lower Division Clerks will be eligible for the Clerks examination.

3. All the persons working as Munsarims and Lower Division Clerks who have not passed the test on the date of issue of notice of Departmental Examinations, will be required to appear in the respective tests, unless one is exempted by the High court on submission of an application for exemption from appearing at the test, giving sufficient reasons through the District Judge concerned alongwith his recommendation.
4. The examinations will be held every year on the date and at the time fixed by the High Court, at the headquarters of the District and Sessions Judge, who will make all the necessary arrangements according to the instructions issued by the High Court from time to time.

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

By Order and in the name of the Governor,

श्री. पी. जोशी,

Special Secretary to the Government.

Government Central Press, Jaipur.