

4

**GOVERNMENT OF RAJASTHAN  
APPOINTMENTS (C) DEPARTMENT**

**NOTIFICATION  
Dated, Jaipur the 26th September, 1959**

No.F.31 (16)Appts.(c)154 :- In exercise of the powers conferred by the proviso to Article 309 of the constitution of India, the Government of Rajasthan makes the following rules regulating recruitment to posts in and conditions of service of persons appointed to the Rajasthan State Insurance and Provident Fund Service.

\*

**THE RAJASTHAN STATE INSURANCE AND PROVIDENT FUND  
SERVICE RULES, 1959**

**PART-I-GENERAL**

1. **Short title and commencement**:- These rules may be called the Rajasthan State Insurance and Provident Fund Services Rules, 1959 and shall come into force at once.
2. **Supersession of existing rules and orders** :- All existing rules and orders in relation to matters covered by these rules are hereby superseded but any action taken by or in pursuance of such existing rules and orders shall be deemed to have been taken under these rules.
3. **Status of the Service** :- The Rajasthan State Insurance and Provident Fund Service is a State Service.
4. **Definitions** :- In these rules unless there is anything repugnant in the subject or context :-
  - a) "Government" and "State" means respectively the Government and the State of Rajasthan;
  - b) "Commission" means the Rajasthan Public Service Commission;
  - c) "Department" means the State Insurance and Provident Fund Department, Rajasthan;
  - d) "Director" means the Director of Insurance and Provident Fund, Rajasthan;
  - e) "Service" means the Rajasthan State Insurance and Provident Fund Service;
  - f) "Member of the service" means a person appointed substantively to a post in the service under the provisions of these rules or the rules or orders superseded by rule 2;

-----

\* Inserted vide DOP(A-II) Notification  
dated September 17, 1988 published in the Rajasthan Gazette Part -IV(Ga) dated  
October 27, 1988

- g) "Direct recruitment" means recruitment otherwise, then by promotion as prescribed in rule 7;
- h) "Schedule" means a Schedule 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 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) @@ "Service" or "Experience" wherever prescribed in these rules as a condition for promotion from one service to another or within the service from one category to another or to senior posts in the case of person holding such posts in substantive capacity shall include the period for which the person has continuously worked on such posts after regular recruitment in accordance with the rules promulgated under proviso to article 309 and shall also include the experience gained by officiating, temporary or ad hoc appointment, if such appointment is in the regular line of promotion and was not of stop-gap fortuitous nature or invalid under any law and does not involve supersession of any senior official except when such supersession was either due to want of prescribed academic and other qualifications, unfitness or non-selection by merit or the default off the senior official concerned, \* or when such adhoc or urgent temporary appointment was in accordance with seniority cum merit.

Note :- Absence during service e.g. training and deputation etc. which are treated as "duty" under the R.S.R shall also be counted as service for computing minimum experience or service required for promotion.

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

5/ -----  
@Inserted vide No.DOP(A.Gr.II)No.F.7(3)DOP(A-II)/73 dated 05-07-1974

@@ Inserted vide No.DOP(A.Gr.II)No.F.6(2)Apptts(A-II)/71-I dated 09.10.1975

\*Added vide DOP(A.Gr.II)No.F.6(2)Apptts/71 dated July,76 w.e.f 01.10.1975

## **PART-II-CADRE**

### **6. \*Composition and strength of the Service:-**

1. The nature of posts included in each category of the service, shall be as specified in column 2 of the schedule.
2. The strength of posts in each category shall be such as may be determined by the Government from time to time.

Provided that the Government may:-

- a) Create any post permanent or temporary from time to time as may be found necessary and may abolish any such posts in the like manner without thereby entitling any person to any compensation, and
- b) Leave unfilled or hold in abeyance or abolish, or allow to lapse any post, permanent or temporary from time to time, without thereby entitling any person to any compensation.

### **7. \*\*Methods of recruitment :-** Recruitment to the posts in the service after commencement of these rules shall be made by the following methods in the proportion indicated in column 3 and 4 of schedule :-

- a) By direct recruitment in accordance with Part IV of these rules;
- b) By promotion in accordance with Part V of these rules;

Provided that if the Government is satisfied in consultation with the Commission, that suitable persons are not available for appointment in a particular year by either of method of recruitment in a particular year, appointment by other method in relaxation of the prescribed proportion may be made in the same manner as prescribed in these rules.

### **8. Reservation of vacancies for Scheduled Castes and Tribes :-** Reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be in accordance with orders of Government for such reservation in force at the time of recruitment.

Notes :-

- 1) A copy of such orders in force at the Commencement of these rules is given in the schedule to these rules.
- 2) Reservation shall be calculated on the basis of total vacancies. Adjustment of fractions shall be made over a period of 5 years. Promotions shall be irrespective of caste considerations.

9. **\*Determination of vacancies :-**

- 1) (a) Subject to the provisions of these rules, the Appointing Authority shall determine every year the number of existing vacancies and those anticipated during the following twelve months and the number of persons likely to be appointed to the service by each method. The next determination of vacancies shall be done just before the expiry of twelve months of last determination of vacancies.  
(b) In calculating the actual number of vacancies to be filled in by each method on the basis of percentage prescribed in the schedule, the Appointing Authority shall adopt an appropriate continuous cyclic order to correspond with the proportion laid down in the Schedule by giving precedence to promotion quota.
- 2) The Appointing Authority shall determine every year the number of existing vacancies and those anticipated in the next twelve months which are to be filled in by promotion of persons already in the Service.
- 3) The Appointing Authority shall also determine the corresponding vacancies of earlier year, if any, year wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in accordance with sub rule (2)

This provision shall come into force from date of publication in the Rajasthan Rajpatra.

10. **@Nationality :-** A candidate for appointment of 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 intention of permanently settling in India, or
- e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India;

-----  
\* Substituted vide DOP (A.Gr.II) Notification dated October 6, 1979 and published in the Rajasthan Gazette (extraordinary).

@ Substituted vide DOP(A.Gr.II) Amendment No.F.7(4)DOP/A.II/76, dated 07.09.1976

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 issued by the Government of India.

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 and he may also previously be appointed subject to the necessary certificate being given to him by the Government.

11. **Age:-** (a) A candidate for direct recruitment to the post of Assistant Director must have attained the age of 21\* years and must not have attained the age of 30 years on the first day of January of the year following the date of application.

(b) A candidate for direct recruitment to post of Director and Deputy Director must have attained the age of 30 and must not have attained the age of 45 and 40 years respectively on the first day of January of the year following the date of application.

Provided:-

- 1) That the upper age limit prescribed in sub-rule(a) and (b) shall be deemed to have further relaxed by 5 years in case of candidates who either belong to the Scheduled Caste or Tribes.
- 2) That the age limits prescribed in sub-rules(a) and (b) shall not be applicable to the Supervisor and Superintendents of the Department and members of the service who may apply for direct recruitment to the higher posts.
- 3) That the upper age limit for Jagirdars including Jagirdars sons who did not have any sub-Jagir for their subsistence shall be forty years.

NOTE:- This relaxation will remain in force for a period ending (1st January, 1964).

NOTE:- In the case of women candidates the upper age limit shall be raised by five years.

- 4) Provided that the upper age limit for the reservists namely the defence service personnel transferred to the reserve shall be 50 years.
- 5) That the upper age limit for the political sufferer shall be 40 years till the 31<sup>st</sup> December, 1964.

---

\* Substituted vide DOP (A-II) Notification dated 17, 1988 and published in the Rajpatra on October 27, 1988.

Explanation :- The expression "Political Sufferer" for the Purpose of this rule shall have the meaning assigned to it under clause (iii) of rule 2 of the Rajasthan Political Sufferers Aid Rules, 1959, published in party IV (c) of Rajasthan Gazzette, dated 18<sup>th</sup> June, 195\*

- 6) That the persons appointed temporarily 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 when they appear finally before the Commission and shall be allowed up to two chances had they been eligible as such at the time of their initial appointment.
- 7) That the upper age limit mentioned above shall be releaxable 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 three years, they shall be deemed to be within the prescribed age limit.
- 8) @Notwithstanding anything contained/contrary in these rules/ in the case of persons serving in connection with the affairs of the state in substantive capacity, the upper age limit shall be 40 years for direct recruitment to posts filled in by competitive examination or in case of posts filled in through the commission by interview. This relaxation shall not apply to urgent temporary appointment.

12. **\*Academic qualification and experience:-** A candidate for direct recruitment to a post mentioned in the schedule shall possess:-

- 1) The qualifications and experience given in the schedule;
- 2) Working knowledge of Hindi written in Devnagri Script and knowledge of Rajasthani, Culture.

5/

-----  
@ Inserted vide DOP Notification No.F.7(8)DOP/Gr.II/74 dated 21.12.74 (w.e.f. 28.10.74)

\* Substituted vide DOP(A-II) Notification dated September 17,1988 and published in the Rajasthan Gazzette date October 27,1988(w.e.f 01.04.84)

13. **Character** :- The character of a candidate for direct recruitment to the service must be such as to qualify him for employment in the service. He must, unless he is already serving in a substantive capacity in connection with the affairs of the State, produce a certificate of good character from his former employer and two such certificates written not more than six months prior to the date of application from two responsible persons not related to him.

Note:- (1) A conviction by a Court of Law need not of itself involve the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has its object the over-throw by violent means of Government as by law established the mere conviction need not be regarded as disqualification.

(2) Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed should not be discriminated against on grounds of the previous conviction for purposes of employment in the service. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the superintendent, After Care Home or if there are no such homes in a particular district, from the superintendent of Police of that district. These convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent, After Care Home endorsed by the Inspector General of Prisons to the effect that they are suitable for employment as they have proved to be completely reformed by their subsequent good conduct in an After Care Home.

14. **\*Physical fitness**:- A candidate for direct recruitment to the service, must be in good mental or bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties as a member of Service and if selected must produce a certificate to that effect from a Medical Authority notified by the Government for the purpose. The Appointing Authority may dispense with production of such certificate in the case of 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.

---

\* Substituted vide DOP(A-II) Notification No.F.7(2)DOP(A-II)/74 dated 05-07-74

15. Deleted.

16. **Canvassing**: - No recommendation for recruitment either written or oral 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 means may disqualify him for recruitment.

#### **PART IV- Procedure for Direct Recruitment**

17. **Inviting of application** :- Applications for recruitment to the service shall be invited by the Commission by advertising the vacancies to be so filled in the Rajasthan Gazette and in such other manner as they may deem fit.
18. **Form of application** :- The applications shall be made in the form prescribed by the commission and obtainable from the Secretary to the Commission on payment of such fee as the commission may, from time to time, prescribe.
19. **Application Fee** :- A candidate for direct recruitment to a post in the service must pay to the Commission such fees as are fixed by them.
20. **Scrutiny of applications** :- The Commission shall scrutinize the applications received by them and require as many candidates qualified for appointment under these rules as seem to them desirable to appear before them for interview.
21. **Recommendations of the Commission** :- The commission shall prepare a list of the candidate whom they consider suitable for appointment to the service arranged in order of preference and forward the same to Government.

Provided that the Commission, to the extent of 50% of the advertised vacancies keep names of suitable candidates on the reserve list. The names of such candidates may, on requisition, be recommended, in order of merit to the Government within six months from the date on which the original list is forwarded by the Commission to the Government.

by

-----  
@Deleted vide DOP(A-II) Notification dated September 17,1988 and published in Rajasthan Gazette dated October 27,1988(w.e.f. 01.04.84)



21\*(A) **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 specific grounds for doing so, exempt any 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 his rule.

(3) No candidate male or female who has more than three children shall be eligible for appointment to the service unless one of the spouses has undergone sterilization or in the case of a female candidate, she is above 45 years of age;

Provided that any married candidate, male or female who had no child for the last 10 years shall be exempted from the operation of this sub-rule.

**Explanations:-**

- I. For the purpose of this sub-rule a child shall include an adopted child or a step child; and
- II. For claiming exemption under the proviso to this sub-rule, the candidate shall have to produce a certificate either from a Registered Medical Practitioner or swear an affidavit to the effect that the age of his or her youngest child is not less than 10 years.

22. **Selection by Government:-** Subject to the provisions of rule 7 Government shall select the candidates who stand highest in order of merit in the list prepared by the Commission under rule 21 provided that they are satisfied, after such enquiry as may be considered necessary, that such candidates are suitable in all respects for appointment to the service.

**PART-V-Procedure for Recruitment by Promotion**

22@ (A) A candidate for promotion to the posts included in the schedule must possess the qualifications and experience mentioned in Col.No.7 of the schedule.

-----  
\* Inserted vide DOP Notification No.F.7(3)DOP/A-II/76, dated 21st May, 1976.

@ Added vide DOP(A-II) Notification dated September 17,1988 and published in the Rajasthan Gazette dated October 27,1988 (w.e.f. 01.04.84)

23. **Criteria for promotion:-**

1. For purposes of recruitment by promotion to the service a selection strictly on seniority-cum merit basis shall be made from among all the persons eligible for promotion under the provision of these rules.
2. %deleted.

&23 (A) No officer shall be considered for promotion unless he is substantively appointed and confirmed on the next lower post. If no officer substantive in next lower post is eligible for promotion, officers who have been appointed on such post on officiating basis after selection in accordance with one of the methods of recruitment or under any service rules promulgated under proviso to article 309 of the Constitution of India may be considered for promotion on officiating basis only in the order of seniority in which they would have been had they been substantive on the said lower post.

24. **Procedure for selection** :- (1) As soon as it is decided that a certain number of vacancies of Assistant Directors will be filled by promotion, the Director of Insurance shall prepare a list of all candidates eligible for promotion to the post of Assistant Director under the provisions of the rules and shall forward it together with the confidential reports and personal files of the persons included in the list to the Secretary to Government in Finance Department.

@(2) A committee consisting of the Chairman of the Commission or a member thereof nominated by the chairman as chairman the secretary to Government in the Finance Department, or his nominee not below the rank of Spl.Secretary, the Special Secretary to Government in the Department of Personnel & Administrative Reforms or his representation not below the rank of Dy.Secretary to Government in the Department of Personnel & Administrative Reforms and the Director of Insurance & Provident Fund as Member-Secretary Shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these Rules

@@(3),(4) &(5) (Deleted)

58/  
-----  
% Deleted vide Notification No.F.1(6)Apptts./D/60 Dt. 14.12.1965.

& Inserted vide Notification No.F.7(1)DOP/A-II/74, dated 05.07.1974

@ Substituted /@@ Deleted vide DOP(A-II) Notification dated September 17,1988 and published in the Rajasthan Gazette on October 27,1988 (w.e.f. 01.04.1984)

24€ (A). **Revised Criteria, Eligibility and Procedure for Promotion to Junior, Senior and other posts encadred in the Service:-**

- (1) As soon as the Appointing Authority determines the number of vacancies under, rule regarding determination of vacancies of these rules and decides that a certain number of posts are required to be filled in by promotion, it shall, subject to provisions of sub-rule (9) prepare a correct and complete list of the senior most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.
- (2) The persons enumerated in column 5 or the relevant column regarding "post from which promotion is to be made", as the case may be of the relevant schedule shall be eligible for promotion to posts specified against them in column No.2 thereof the extent indicated in column No.3 subject to their possessing minimum qualifications and experience on the first day of the month of April of the year of the selection as specified in column 6 or in the relevant column regarding "minimum qualification and experience for promotion" as the case maybe.
- (3) No person shall be considered for promotion unless he is substantively appointed and confirmed. If no person substantive in the next lower post is eligible for promotion, persons who have been appointed on such posts on officiating basis after selection in accordance with one or the methods of recruitment or under any service rules promulgate proviso to article 309 of the Constitution of India, may be considered for promotion on officiating basis only in the order of seniority in which they would have , had they been substantive on the said lower post.

\* Provided that for first promotion in the Service if number of persons substantively appointed and confirmed on the lowest post equal to the number of vacancies, are not available then persons who have been appointed to the lowest post in the Service after selection in accordance with one of the methods of recruitment prescribed under these rules, shall also be eligible if they fulfill other conditions of eligibility.

-----  
€ Substituted vide Notification No.F.7(10)DOP/A.II/77 dated 7th March, 1978.(w.e.f. publication in Rajpatra).

\* Proviso added vide Notification No.F.7(8)DOP/A-II/78 dated 13th May, 1980.

**Explanation:-** In case direct recruitment to a post have been made earlier than regular selection by promotion in a particular year, such of the persons who are eligible for appointment to that post by both the methods of recruitment and have been appointed by direct recruitment first, shall also be considered for promotion.

- (4) Selection for promotion in the regular line of promotion from the post/posts not included in service to the lowest post or category of post in the service shall be made strictly on the basis of merit and on the basis of seniority cum-merit in the proportion of 50:50.

Provided that the committee is satisfied that suitable persons are not available for selection by promotion strictly on the basis of merit in a particular year, selection by promotion on the basis of seniority-cum-merit may be made in the same manner as specified in these rules.

- (5) Subject to the provisions of sub-rule(7) selection for promotion from the lowest post or category of post in the State service to the next higher post or category of post in the State Service and for all posts in the Subordinate Services and in the Ministerial Services shall be made strictly on the basis of seniority-cum-merit from amongst the persons who have passed the qualifying examination, if any, prescribed under these rules, and have put in at least five years' service, unless a different period is prescribed elsewhere in these rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made.

Provided that in the event of non-availability or the persons with the requisite period of service of five years, the committee may consider the persons having less than the prescribed period of service, if they fulfill the qualifications and other conditions for promotion prescribed elsewhere in these rules, and are found otherwise suitable for promotion on the basis of seniority-cum-merit.

4

- (6) Selection for promotion to all other higher posts or higher categories of posts in the State Service shall be made on the basis of merit and on the basis of seniority-cum-merit in the proportion of 50:50.

8

Provided that if the committee is satisfied that suitable persons are not available for selection by promotion strictly on the basis of merit in a particular year selection by promotion on the basis of seniority-cum-merit. May be made in the same manner as specified in these rules.

- @ (7) Selection for promotion to the highest post/posts in the state service shall always be made on the basis of merit alone;

Provided that:-

(a) In a service or Groups or Sections there under, where there are only two scales e.g. junior scale or senior scale and there is only one promotion then promotion shall be made on the basis of seniority-cum-merit alone;

(b) In a service or groups or selections there under where there are three scales e.g. junior scale, senior scale and selection scale and there are two promotions than promotion shall be as under:-

- I. first promotion on the basis of seniority-cum-merit;
- II. second promotion on the basis of seniority-cum-merit and merit in the proportion of 50:50

Provided in Service or Groups or sections there-under, where there are more than two promotions then first promotion shall be made on the basis of seniority-cum-merit alone and promotions to subsequent higher post shall be made on the basis of seniority-cum-merit and merit in the proportion of 50:50 except to the highest post.

- (8) The persons having been selected and appointed by promotion to a post or category of post on the basis of merit, shall be eligible for promotion to the next higher post or category of post, which is to be filled in by merit, only when they have put in after regular selection, at least five years service unless a higher period of service is prescribed elsewhere in these rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made.

Provided that the condition of five years service shall not be applicable to a person if any person junior to him is eligible for consideration for promotion on the basis of merit.

8

---

@ Substituted vide Notification No.F.7(10)DOP/A.II/77 dt.12.05.78

Provided further that in the event of non availability of persons equal to the number of vacancies to be filled in, eligible for promotion in the category of posts next lower from which promotion is made, the committee may consider the persons having less than five years service if they are found otherwise suitable for promotion on the basis of merit alone.

**Explanation:-** If any doubt arises about the categorization of the post as the lowest, next higher or highest post in the service, the matter shall be referred to the Government in the Department of Personnel & Administrative Reforms whose decision there on shall be final.

(9)\*(i)The zone of consideration of persons eligible for promotion shall be as under:-

Number of vacancies	No.of eligible persons to be considered
(a)For one vacancy	Five eligible persons.
(b)For two vacancies	Eight eligible persons.
(c)For three vacancies	Ten eligible persons.
(e)For four or more vacancies	Three times the number of vacancies

(ii)Where, the number of eligible persons for promotion to higher post is less than the number specified above, all the persons eligible shall be considered.

(iii)Where, adequate number of the candidates belonging to the Scheduled Caste or the Scheduled Tribe, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to five times the number of vacancies and the candidates belonging to the Scheduled Tribes, as the case may be (and not only other coming within the extended zone of consideration shall also be) considered against the vacancies reserved for them;

(iv) For the highest post in the State service:-

(a)if promotion is from one category of post, eligible persons upto five in number shall be considered for promotion;

(b)if promotion is from different categories of the post in the same pay scale, eligible persons up to two in number from each category of posts in the same pay scale shall be considered for promotion.

3/

-----  
\* Substituted vide Notification No.F.7(1)DOP/A-II/81 dated 06-07-1983 (w.e.f. 01.04.1984)

\*(11) If in any subsequent year, after promulgation of these rules vacancies relating to any earlier year are determined under sub rule(3) of rule mentioned in column 3 of the Schedule which are required to be filled by promotion, the Departmental Promotion committee shall consider the case of all such person who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of Departmental Promotion Committee is held and such promotions shall be governed by the rule in force at the time, the meeting of the Departmental Promotion Committee is held. The person who has been so promoted shall not be entitled to claim any arrear of pay or re-fixation of his pay or to count his service experience for promotion to higher post for any period during which he has not actually performed the duties of the post to which he has been promoted

(12) Where consultation with the commission if necessary the lists prepared by the Committee shall be forwarded to the Commission by the appointing authority along with the personal files and Annual Confidential Rolls of all the persons whose names have been considered by the committee.

(13) The Commission shall consider the lists prepared by the Committee along with other relevant documents received from the Appointing Authority and, unless any change is considered necessary, shall approve the lists. In case the commission considers it necessary to make any change in the lists received from the Appointing Authority it shall inform the Appointing Authority OF THE CHANGES PROPOSED BY IT. After taking into account the comments of the Commission, if any, the Appointing Authority may approve the lists finally with such modifications as may its opinion, be just and proper and when the Appointing Authority is an authority subordinate to the Government, the lists approved by the Commission shall be disturbed only with the approval of the Government.

(14) Appointments shall be made by the Appointing Authority taking persons out of the list finally approved under the preceding sub-rule(13) in the order in which they have been placed in the lists, till such lists are exhausted or revised and revised, as the case may be.

4/

---

\*Added new sub-rule to sub-rule (11) of Rule 24(A) vide DOP &AR (A.II) Notification dated 6th October 1979 and published in the extraordinary Rajasthan Gazette.

4

(c) if promotion is from different categories of posts carrying different pay scales, eligible persons in the higher pay scale shall be considered for promotion first and if not suitable person is available for promotion on the basis of merit in the higher pay scale than only the eligible persons of other categories of posts in lower pay scales shall be considered for promotion and so on and so forth. The zone of consideration for eligibility in this case shall be limited to five senior-most eligible persons in all.

(10) Except as otherwise expressly provided in this rule, the conditions of eligibility for promotion, constitution of the committee and procedure for selection shall be the same as prescribed elsewhere in these rules.

(11) The committee shall consider the cases of all the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these rules, and shall also prepare a list containing names of the suitable persons equal to the number of existing vacancies and the vacancies anticipated to occur during the next twelve months after the determination of vacancies. The committee shall also prepare a separate list containing the names of persons equal to 50% of the persons selected in the aforesaid list or select one more person if the number of vacancies one only, who may be considered suitable to fill temporary or permanent vacancies, which may occur till the next meeting of the committee, on a temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it so reviewed and revised. The lists so prepared on the basis of merit and on the basis of seniority cum merit shall be arranged in the order of seniority on the category of post from which selection is to be made. Such lists shall be sent to the concerned Appointing Authority together with the Annual Confidential Roll and Personal Files of all the candidates included in them as also those not selected, if any.

**@Explanation:-** For purpose of selection for promotion on the basis of merit, officers with "Outstanding" or consistently "very good" record shall only be selected and their names arranged in the order of seniority.



(15)The Government may issue instructions as for provisionally dealing with promotions, appointments or other ancillary matters in a equitable and fair manner of persons who may be under suspension or against whom departmental proceedings is under progress, at the time promotions are considered to a post to which they are eligible or would have been eligible but for such suspension or pendency of such enquiry or proceedings.

(16)The provisions of this rule shall have effect notwithstanding anything to contrary maintained in any provision of these rules.

24 (B) **Appointment to the post of Assistant Director:-**

Appointment to the post of Assistant Director shall be made by Government on occurrence of substantive vacancies in the cadre of the Service in the manner prescribed by rules 22, 24 and 24-A.

**PART. VI- Appointments, Probation & confirmation.**

25. **Appointment to senior and selection post :-** Appointment to senior and selection posts shall be made by Government from amongst the members of service in the next below category on the basis of merit and seniority-cum-merit in the ratio of 1:2 on the recommendations of a Committee which shall consist of the following; but in the case of selection to the post of Director, the Director shall not be a member of the committee:-

- 1- Chairman, Rajasthan Public Service Commission or a Member nominated by him .....Chairman.
- 2- Special Secretary to Government in the Department of Personnel or his representative not below the rank of Deputy Secretary..... Member.
- 3- Secretary to Government in the Finance Department, which term includes the Term of Special secretary..... Member-Secretary.
- 4- Director of Insurance .....Member.

The procedure and principles for selection by merit shall, in so far as it may apply , be the same as provided in rule 24-A. For selection by Seniority-cum-Merit, the Committee shall consider the cases of all the persons eligible for promotion by examining their C.Rs. and personal files and interviewing

Such of them as may be deemed necessary, and shall select a number of candidates equal to the number of vacancies likely to be filled by promotion by Seniority-cum- Merit.

Provided that Government may fill a vacancy on the senior or selection posts temporarily by appointing thereto for a period not exceeding one year in an officiating capacity any member of the service who is eligible for such appointment under the rules.

@25(A) Notwithstanding anything contained in rule specified in column 3 of the Schedule, the Released Emergency Commissioned Officers or Short Service Commissioned Officers who have been appointed to the service in accordance with the Rajasthan Civil Service Commissioned officers Rule, 1968 and who have not put in the requisite period of service or experience as required in these rules for appointment by promotion to higher posts shall be considered for promotion for such higher post if:-

- (i) They have successfully completed the period of probation; and
- (ii) The total service reckoned from the deemed date of their appointment is not less than the period of service required for promotion to higher posts.

Note:- "Deemed date of appointment" in relation to a Released Emergency commissioned officer or a short Commissioned officer shall be the date of his appointment in the Army as an Emergency Commissioned Officer or a Short Service Commissioned officer."

26. € **Urgent Temporary Appointment**:- A vacancy in the service which cannot be filled in immediately either by direct recruitment or by promotion under the rules may be filled in by the Government or by the \* Authority competent to make appointments, as the case may be, by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily there-to a person eligible for direct recruitment to the service, where such direct recruitment has been provided under the provisions of these rules;

-----  
@Inserted vide No.F.15(29)DOP/A.II/75 dated 13.10.1976

€ Substituted vide No.F.1(10)DOP/A.II/72 dated 16.02.73

\* Substituted vide No.F.1(10)DOP/A.II/72 dated 12.09.1973

Provided that such an appointment will not be continued beyond a period of one year without referring the case to the Commission for concurrence, where such concurrence is necessary and shall be terminated immediately on its refusal to concur.

Provided further that in respect of a service or a post in service for which both the methods of recruitment have been prescribed, the Government shall not fill the temporary vacancy by appointing a person eligible for direct recruitment unless no suitable eligible for promotion is available.

27. **Appointment to more than one posts:-** Notwithstanding the provisions of Rule 50 of the Rajasthan Service Rules, no member of service shall hold two or more cadre posts or a cadre post and any other whole-time post for a period exceeding six months.

28. **Appointment of Retired Officers:-** A retired member of the service may be appointed by Government to a cadre post equivalent to or lower than the post from which he retired. Such appointments will not be made by Government for a period exceeding two years without the concurrence of the Commission.

@29. **Seniority:-** Seniority in the service shall be determined in each category of the service by the year of substantive appointment.

- (1) Provided that the seniority inter-se of the persons appointed substantively to the posts encadred in the service before the commencement of these rules shall be such as may be fixed ad-hoc by Government, Subject to any modifications, corrections, or revisions which Government may, in future, consider necessary.
- (2)\* That the persons selected and appointed as a result of a selection, which is not subject to review and revision shall rank senior to the persons who are selected and appointed as a result of subsequent selection.

Seniority inter-se of persons selected on the basis of seniority-cum-merit and on the basis of merit in the same selection shall be the same as in the next below grade.

---

@ Substituted vide DOP(A.II) Notification NO.F.7(6)DOP/A.II/73 dated 15.11.1976

\* Substituted vide Notification No.F.7(10)DOP/A.II/77 dated 17.06.78

30. **\*Period of Probation:-** (1) All person appointed to the Service by direct recruitment against a substantive vacancy shall be placed on probation for period of two years and those appointed by promotion/special selection against a substantive vacancy shall be placed on probation for a period of one year.

@Provided that:-

- (i) Such of them as have, previous to their appointment by promotion or by direct recruitment against a substantive vacancy, officiated temporarily on the post which is followed by regular selection may be permitted by the Appointing Authority to count such officiating or temporary service towards the period of probation. This shall, however, not amount to involve supersession of any senior person or disturb the order of their performance in respective quota or reservation in recruitment;
- (ii) Any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

(2) During the period of probation specified in rule(1) each probationer may be required to pass such Departmental Examination and to undergo such training as the Government may, from time to time, specify.

**Explanation:-** In case of person who dies or is due to retire on attaining the age of superannuation the period of probation shall be reduced so as to end one day earlier on the date immediately preceeding the date of his death or retirement from government service. The condition of passing the departmental examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.

€30 (A) Notwithstanding anything contained in the rule specified in column 3 of the schedule I, on a permanent vacancy being available a person who has been appointed on a regular post against a temporary vacancy after a regular selection, and has thereafter put in more than 2 years service on such post or higher post shall be deemed to have completed the period of probation and shall be confirmed provided he fulfils other conditions of confirmation as laid down in these rules.

-----  
\* Substituted vide Notification No.F.1(35)DOP/A.II/74, dated 9th April, 1979.

@ Substituted vide Notification No.F.1(35)karmik/ka.II/74, dated 4th May, 1977.

€ Substituted vide No.F.1(14)Appts (A.II)/70 dt. 22.01.1974

31.\* **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 member of the service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment provided he holds a lien thereon or in other cases may discharge or terminate him from service;

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

(2) Notwithstanding anything contained in the above proviso during the period of probation, if a probationer is placed under suspension, or disciplinary proceedings are contemplated or started against him, the period of his probation may be extended till such period of the Appointing Authority thinks fit in the circumstances.

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

32. **Confirmation**:- A probationer shall be confirmed in his appointment at the end of his period of probation if :

- (a) he has passed the prescribed departmental examinations, if any, completely and
- (b) Government is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

32 (A). Notwithstanding anything contained in rule 32, a probationer shall be confirmed in his appointment at the end of his period of probation even if the prescribed Departmental Examination/training/ Proficiency test in Hindi, if any, are not held during the period of probation laid-down in the rules provided:-

- (i) He is otherwise fit for confirmation and the
- (ii) Period of probation expires on or before the date of publication of this amendment in the Rajasthan rajpatra.

-----  
\* Substituted vide Notification No.F.1(35)karmik/ka.II/74, dated 4th May, 1977.(w.e.f. publication in Rajpatra).

@ Substituted vide Notification No. DOP(A.II) dated October 26,1977.(w.e.f. 1st January,1973).

## **PART. VII-PAY.**

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 a 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 during the period of probation as they accrue, provided that if the period of probation is extended on account of failure to give satisfaction or to pass departmental examination completely, such extension shall not count for increment unless the authority the extension directs otherwise.

35. **Criteria for crossing efficiency bar:-** No member of the service shall be allowed to cross the efficiency bar unless in the opinion of Government he has worked satisfactorily and his integrity is unquestionable.

## **PART. VIII – OTHER PROVISIONS.**

36. **Regulation of Leave, Allowances, Pension etc.:-** Except as provided in these rules, the pay, pension, leave and other conditions of service of the members of the service shall be regulated by:-

- (1) The Rajasthan Service Rules, 1951.
- (2) The Rajasthan Travelling Allowance Rules, 1949.
- (3) The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950.
- (4) The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958.
- (5) The Rajasthan Civil Services (Rationalisation of Pay Scales) Rules, 1956.

And 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.

**By Order of the Governor,**

**\*SCHEDULE**

S.No.	Name of the Post.	Method of recruitment with percentage		Direct recruitment	Promotion		Remarks
		Direct	Promotion		Post from which to be made	Qualification & Experience	
1	2	3	4	5	6	7	8
1.	**Senior Additional Director	-	100%	-	Additional Director	25 years experience in all on the post included in the service.	-
2.	#Additional Director	-	100%	-	Joint Director	3 years experience on the post mentioned in column number 6 and 20 years service in all on the post(s) included in the service.	-
3.	#Joint Director	-	100%	-	Deputy Director	5 years experience on the post mentioned in column number 6	-
4.	Deputy Director	-	100%	-	Assistant Director	5 years experience on the post mentioned in Col.6	-
5.	Assistant Director	50%(by combined competitive examination)	50%	According to the provisions contained in the Rajasthan State & sub-ordinate Services (Direct Recruitment by Combined Competitive examination) Rules, 1962 from time to time	Supervisor	Graduate with 5 years experience on the post mentioned in Col-6 or Non-Graduate with 7 years experience on the post mentioned in col.6	-

(No.F.1(8)DOP/A.II/88)

\*Substituted vide DOP (A.II) Notification dated September 17, 1988&

Published in the Rajasthan Rajpatra dated October 27, 1988(with effect from 01.04.1984)

\*\* Amended vide DOP(A.II) Notification dated June 19,2012 no. f1(8)DOP/A-II/88

# Amended vide DOP(A.II) Notification dated December 21,2009 no. f1(8)DOP/A-II/88

By Order and in the name of the  
Sd/- S.D. Srivastava  
Special Secretary to Go.

राजस्थान सरकार  
वित्त (राजस्व) विभाग

क्रमांक: प.4(8)वित्त/राजस्व/03 लूज

जयपुर, दिनांक: 23-12-2009

आज्ञा

कार्मिक (क-2) विभाग की अधिसूचना क्रमांक प.1(8)कार्मिक/क-2/88 दिनांक 21.12.2009 द्वारा राजस्थान राज्य बीमा और भविष्य निधि सेवा नियम 1959 में संशोधन किया गया है, जिसके अन्तर्गत अतिरिक्त निदेशक पद का नाम परिवर्तन कर संयुक्त निदेशक किया गया है।

अतः वर्तमान में कार्यरत समस्त अतिरिक्त निदेशकों के पदों का नाम उक्त अधिसूचना जारी होने की तिथि से परिवर्तित कर "संयुक्त निदेशक" किया जाता है।

शासन सचिव, वित्त (व्यय)

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. अतिरिक्त मुख्य सचिव, महामहिम राज्यपाल महोदय, राजस्थान जयपुर।
2. प्रमुख सचिव, माननीय मुख्यमंत्री राजस्थान जयपुर।
2. निजी सचिव, माननीय राज्यमंत्री, राज्य बीमा, राजस्थान जयपुर।
3. निजी सचिव, मुख्य सचिव/प्रमुख शासन सचिव, वित्त जयपुर।
4. निजी सचिव, शासन सचिव, वित्त (व्यय) विभाग
5. समस्त शासन सचिव/विशिष्ट शासन सचिव, राजस्थान जयपुर।
6. आयुक्त राज्य बीमा एवं प्रा.नि.विभाग, जयपुर।
7. महालेखाकार, राजस्थान जयपुर।
8. ए.सी.पी. वित्त विभाग।
9. संबंधित अधिकारी
10. निजी/रक्षित फ़ावली

विशेषाधिकारी, वित्त  
(बीमा/पेंशन)



राजस्थान सरकार  
कार्मिक (क-2) विभाग

अधिसूचना

स.एफ. 1 (8) कार्मिक/१-२/००

जयपुर, दिनांक: २१/१२/०९

भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राज्यपाल, राजस्थान राज्य बीमा और भविष्य निधि सेवा नियम, 1959 को और संशोधित करने के लिए, इसके द्वारा निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. संक्षिप्त नाम और प्रारम्भ .- (1) इन नियमों का नाम राजस्थान राज्य बीमा और भविष्य निधि सेवा (संशोधन) नियम, 2009 है।  
(2) ये तुरंत प्रभाव से प्रवृत्त होंगे।

2. अनुसूची का संशोधन .- राजस्थान राज्य बीमा और भविष्य निधि सेवा नियम, 1959 से संलग्न अनुसूची की विद्यमान कम संख्यांक 1, 2 और उसकी प्रविष्टियों के स्थान पर निम्नलिखित प्रतिस्थापित किया जायेगा, अर्थात् :-

1.	अतिरिक्त निदेशक	—	100 प्रतिशत	—	संयुक्त निदेशक	स्तंभ सं. 6 में उल्लिखित पद पर तीन वर्ष का अनुभव और सेवा में सम्मिलित पद (पदों) पर कुल मिलाकर 20 वर्ष की सेवा।
2	संयुक्त निदेशक	—	100 प्रतिशत	—	उप निदेशक	स्तंभ सं. 6 में उल्लिखित पद पर 5 वर्ष का अनुभव।

राज्यपाल के आदेश और नाम से,

(शिव कुमार शर्मा)

शासन उप सचिव।

उप शासन सचिव

36/2009

कार्मिक (क-२) विभाग

जयपुर, दिनांक: २१/१२/०९

राजस्थान सरकार

कार्मिक (क-2) विभाग

सं. एफ. 1(8) डी.ओ.पी./ए-II/88

जयपुर, दिनांक: 14-06-2012

अधिसूचना

भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राजस्थान के राज्यपाल, राजस्थान राज्य बीमा और भविष्य निधि सेवा नियम, 1959 को और संशोधित करने के लिए, इसके द्वारा निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. संक्षिप्त नाम और प्रारम्भ.- (1) इन नियमों का नाम राजस्थान राज्य बीमा और भविष्य निधि सेवा (संशोधन) नियम, 2012 है।

2. ये तुरन्त प्रभाव से प्रवृत्त होंगे।

2. अनुसूची का संशोधन.- राजस्थान राज्य बीमा और भविष्य निधि सेवा नियम, 1959 से संलग्न अनुसूची में,-

(i) विद्यमान क्रम संख्यांक 1, 2, 3 और 4 को क्रमशः क्रम संख्यांक 2, 3, 4 और 5 के रूप में पुनः संख्यांकित किया जायेगा।

(ii) इस प्रकार पुनः संख्यांकित क्रम संख्यांक 2 के पूर्व निम्नलिखित नयी क्रम संख्यांक 1 और उसकी प्रविष्टियाँ अंतःस्थापित की जायेंगी, अर्थात्:-

1. वरिष्ठ अतिरिक्त - 100 प्रतिशत - अतिरिक्त सेवा में सम्मिलित पद -  
निदेशक निदेशक पर कुल मिलाकर 25  
वर्ष का अनुभव

राज्यपाल के आदेश और नाम से,

(नलिनी कठोतिया)

शासन उप सचिव

27/2012