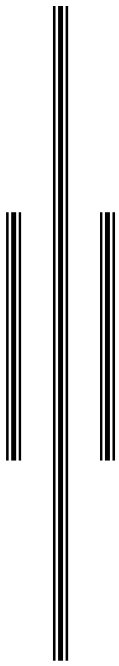
(Amended Rules)
Rajasthan Computer State
&
Subordinate Service Rules, 1992



English Version

सत्यमेव जयते

राजस्थान राज–पत्र
विशेषांक

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DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT OF PERSONNEL (A-II)

NOTIFICATION

Jaipur, December 5, 1992

G.S.R. 41 :- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules regulating recruitment to posts in, and the conditions of Service of Persons appointed to the Rajasthan Computer State and Subordinate Services, namely:

THE RAJASTHAN COMPUTER STATE AND SUBORDINATE SERVICE RULES, 1992[1][2][3][4][5]

PART-I GENERAL

[1] This shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 25-10-2007
(i) These rules may be called the Rajasthan Computer State and Subordinate Service (Amendment) Rules, 2007.
(ii) They shall come into force from the date of their publication in the Official Gazette.

[2] This shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008
(i) These rules may be called the Rajasthan Computer State and Subordinate Service (Amendment) Rules, 2008.
(ii) They shall come into force from the date of their publication in the Official Gazette.

[3] This shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008
(i) These rules may be called the Rajasthan Computer State and Subordinate Service (Second Amendment) Rules, 2008.
(ii) They shall come into force from the date of their publication in the Official Gazette.

[4] This shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 17-11-2009
(i) These rules may be called the Rajasthan Computer State and Subordinate Service (I-Amendment) Rules, 2009.
(ii) They shall come into force from the date of their publication in the Official Gazette

[5] This shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011
(i) These rules may be called the Rajasthan Computer State and Subordinate Service (Amendment) Rules, 2011.
(ii) They shall come into force from the date of their publication in the Official Gazette

1. Short title and commencement.- (i) These rules may be called the Rajasthan Computer State and Subordinate Service Rules, 1992

(ii) They shall come into force from the date of publication in the Rajasthan Rajpatra.

2. Definitions.- In these rules unless the context otherwise requires:

(a) "Appointing Authority" in respect of the State Service or post means the Government and in respect of Subordinate Service or post means the Director, Computers;

(b) "Commission" means the Rajasthan Public Service Commission;

(c) "Committee" means a Committee constituted under rule 29;

(d) "Direct Recruitment" means recruitment made according to the procedure prescribed in Part-IV of these rules;

(e) "Director" means the Director of Computers, Government of Rajasthan;

(f) "Government" means the Government of Rajasthan;

(g) "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 these rules and includes a person placed on probation;

(h) "Service" means the Rajasthan Computer State Service and the Rajasthan Computer Subordinate Service, as the case may be;

(i) "Schedule" means a Schedule appended to these Rules;

(j) "State" means the State of Rajasthan;

(k) "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 shall 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 an urgent temporary appointment;

(l) "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 a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with Rules promulgated under proviso to Article 309 of the constitution of India;

Note: - Absence during Service e.g. training, leave and deputation etc. which are treated as "duty" under the Rajasthan Service Rules, 1951, shall also be counted as service for computing experience or service required for promotion; and

(m) "Year" means the financial year beginning from 1st April and ending on 31st March.

3. **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 a Rajasthan Act.

PART - **II CADRE**

4. **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 I and II appended to these rules.
(2). The strength of the post in the Service 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 any post, permanent or temporary, from time to time, without thereby entitling any person to any compensation.

5. **Constitution of the Service.-** The Service shall consist of :

(a) All persons holding substantively the post/posts specified in Schedule I and II on the date of commencement of these rules;

(b) All persons recruited to the post/posts included in the Service before the commencement of these rules; and

(c) All persons recruited to the Service in accordance with the provisions of these rules, except urgent temporary appointment under rule 33.

PART - III RECRUITMENT

6. **Methods of Recruitment**. - (1) Recruitment to the posts in the Service after the commencement of these rules shall be made by the following methods in proportion as indicated in column 3 and 4 of Schedule I and II:-

(a) by direct recruitment in accordance with the procedure prescribed in Part IV of these rules; and

(b) by promotion in accordance with the procedure prescribed in Part V of these rules,

Provided that-

(i) if the Appointing Authority is satisfied in consultation with the Commission where necessary, that suitable persons are not available for appointment by either method of recruitment in a particular year, appointment by the other method in relaxation of the prescribed proportion may be made in the same manner as specified in these rules;

(ii) the persons not covered by rule 5, who were appointed to the posts included in Schedule-I and II on adhoc or officiating or urgent temporary basis and who have been continuously holding such posts for at least one year on the date of commencement of these rules shall be screened by a Committee referred to in Rule 29 for adjudging their suitability on the posts held, provided they possessed the requisite qualifications prescribed in the rules either for direct recruitment or promotion or the prescribed qualifications on the basis of which such persons were selected for adhoc/officiating/urgent temporary appointment. This provision shall be subject to the following conditions viz:-

(a) A person appointed on adhoc basis shall not be entitled to screening for a post higher than that to which he was initially appointed, if a person senior to him on a lower post who fulfilled qualifications prescribed for the post was either not given such adhoc appointment or is not entitled to screening under this rule. Seniority for this purpose shall be determined according to length of continuous service on a post;

(b) The Committee appointed under these rules for adjudging suitability by screening either as an exception to general methods of recruitment or as initial constitution of Service, may ex-gratia recommend, if any of the employees with more than three years of service on a post for which he is to be screened is not adjudged suitable and if thereafter has no right to be appointed on a lower post, or such lower post being offered to him by absorption and there upon such an employee shall be **treated as surplus** employee under the provisions of the Rajasthan Civil Service (Absorption of Surplus Personnel) Rules, 1969 and such employee may be absorbed on the lower post on the recommendations of the Committee subject to such conditions as may be laid down by it.

Note:- The provision of screening under proviso (ii) of Rule 6 has been intended to be the first step and after exhausting the vacancies required for screened persons irrespective of direct recruitment and promotion quota, the direct recruitment and promotion quota shall be applied.

(2) 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 Govt. from time to time provided that these are regulated mutatis mutandis according to the instructions issued on the subject by the Government of India.

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 i.e. by direct recruitment and by promotion.

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

(3). In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list prepared for direct recruitment by the Commission, for posts falling in its purview and by the Appointing Authority in other cases, and the Departmental Promotion Committee or the Appointing Authority, as the case may be, in the case of promotees irrespective of their relative rank as compared with other candidates.

(4). Appointments 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 the Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them 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 there after such reservation would lapse.

Provided that there shall be no carry forward of the vacancies in posts or class/category/group of posts in any cadre of Service to which promotions are made on the basis of merit alone, under these Rules.

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 Ethiopia, 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 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 provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

9. Conditions of eligibility of persons migrated from other countries to India.- Notwithstanding anything contained in these Rules provisions regarding eligibility for recruitment to the Service with regard to nationality, age limit and fee or other concessions to a person who may migrate from other countries to India with the intention of permanently settling in India shall be regulated by such orders or instructions as may be issued by the State Government from time to time and the same shall be regulated mutatis mutandis according to the instructions issued on the subject by the Government of India.

10. Determination of vacancies.-

(1) (a) Subject to the provisions of these rules, the Appointing Authority shall determine on 1st April every year, the actual number of vacancies occurring during the Financial Year.

(b) where a post is to be filled in by a single method as prescribed in the rule or schedule, the vacancies so determined shall be filled in by that method.

(c) where a post is to be filled in by more than one method as prescribed in the rules or schedule, the apportionment of vacancies, determined under clause (a) above, to each such method shall be done maintaining the prescribed proportion for the over-all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in a continuous cyclic order giving precedence to the promotion quota.

(2) The Appointing Authority shall also determine the vacancies of earlier years, 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.

11. Age.- A candidate for direct recruitment to the post of Analyst-Cum-Programmer enumerated in Schedule I must not have attained the age of 35 years and for the post of Programmer, Assistant Programmer[6] and Informatics Assistant[7] enumerated in Schedule II must have attained the age of 21 years and must not have attained the age of 33 years on the first day of January next following the last date fixed for receipt of applications.

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[6] The expression "Computer Operator" shall be substituted with "Assistant Programmer" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.

[7] The expression "Data Entry Operator" shall be substituted with "Informatics Assistant" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.

Provided that: -

(i) the upper age limit mentioned above shall be relaxed by 5 years in case of women candidates and the candidates belonging to the Scheduled Castes and the Scheduled Tribes;

(ii) 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 conviction and was eligible for appointment under these Rules;

(iii) 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 his conviction and was eligible for appointment under these Rules;

(iv) that the upper age limit mentioned above shall be relaxed 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;**

(v) that the upper age limit for persons serving in connection with the affairs of the State in substantive capacity, shall be 40 years. This relaxation shall not apply to urgent temporary appointments;

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

Explanation:-

That in the case of widow, she will have to furnish a certificate of death of her husband from the competent Authority and in case of divorcee, she will have to furnish the proof of divorce.

(vii) the upper age limit for the reservists, namely the defense service personnel transferred to the Reserve and the Ex-service personnel, shall be 50 years.

12. Academic and Technical Qualifications and Experience.- A candidate for direct recruitment to the posts specified in Schedule-I and II shall possess:-

(i) the qualifications and experience laid down in column 5 of the Schedule appended to these Rules, and

(ii) working knowledge of Hindi written in Devnagari Script and knowledge of Rajasthani Culture.

13. Character.- The character of a candidate for direct recruitment to the Service must be such as will qualify him for employment in the Service. He must produce a certificate of good character from the Principal Academic Officer of the University or College in which he was last educated and two such certificates written not more than six months prior to the date of application from two responsible persons not connected with

his college or University and 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 or violence or with a movement which has as its object the over throw by violent means of Government as by law established, the mere conviction need not be regarded as a 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 offenses 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.

(3). Those convicted of offenses involving moral turpitude shall be required to produce a certificate from the Superintendent, After Care Home or if there is no such home in a particular District from the Superintendent of Police of that District, 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 disciplined life while in prison and 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 and bodily health and free from any mental and physical defect likely to interfere with the efficient performance of his duties as a member of the 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 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 held to be comparable for efficient performance of duties of the new post and his age has not reduced his efficiency for the purpose.

15. 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 may, in addition to rendering himself

liable to criminal prosecution, be debarred either permanently or for a 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.

16. Canvassing:- No recommendation for direct 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 any means may disqualify him/her for recruitment.

PART - IV Procedure for Direct Recruitment

17. [8] **"Authority for conducting the Competitive Examination.-** (1) Direct recruitment to the posts mentioned in Schedule-I and to the posts mentioned in Schedule-II which fall within purview of the Commission shall be by a competitive examination to be conducted by the Commission in accordance with these rules.

(2) Direct recruitment to the posts mentioned in Schedule-II other than that mentioned in sub-rule(1) above, shall be by a competitive examination to be conducted by the Appointing Authority in accordance with these rules." [9]

18. Syllabus for Examinations.- The syllabus for competitive examination for direct recruitment to the post of Analyst-cum- Programmer, Programmer, Assistant Programmer[10] and Informatics Assistant[11] shall be as specified in Schedule III, IV, V and VI respectively.

19. Inviting of Applications:- On requisitions having been received from the Government/Department for specified posts to be filled by direct recruitment, the "Commission/Appointing Authority, as the case may be," [12] [13] shall call for applications for permission to appear in the examination by publishing a notice to that effect in the Official Gazette or in such other manner as the "Commission/Appointing Authority, as the case may be,"[14] [15] may deem fit.

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[8] This shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.
[9] This shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.
[10] The expression "Computer Operator" shall be substituted with "Assistant Programmer" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.
[11] The expression "Data Entry Operator" shall be substituted with "Informatics Assistant" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.
[12] In rule 19 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.
[13] In rule 19 the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.
[14] In rule 19 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.
[15] In rule 19 the expression "Commission" shall be substituted by the expression "Commission/Appointing

20. Contents of Notice and Instructions Connected therewith.-

(1) Subject to the provisions of these rules such notice shall among other things state.

(i) number of posts to be filled in the various Services on the result of each examination, indicating separately the number of posts reserved for candidates of the Schedule Castes and the Schedule Tribes;

(ii) date of submission of applications for admission;

(iii) qualifications required for admission at the examination and the steps to be taken by candidates to establish their eligibility; and

(iv) date and place of examination.

(2) In addition to the notice, the "Commission/Appointing Authority, as the case may be,"[16][17] may issue, in such other manner as the "Commission/Appointing Authority, as the case may be,"[18][19] may deem fit, such instructions including the syllabus for the guidance of the candidates.

21. Form of Application.- The application shall be made in the form approved by the "Commission/Appointing Authority, as the case may be,"[20][21] and obtainable from the Secretary to the "Commission/Appointing Authority, as the case may be,"[22] or from the office of Head of the Department on payment of such fee, if any, as the "Commission/Appointing Authority, as the case may be,"[23][24] may, from time to time, fix.

22. Examination fee.-

(1) A candidate for direct recruitment to a post in the Service shall pay to

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Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[16] In rule 20 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[17] In rule 20 sub-rule (2) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[18] In rule 20 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[19] In rule 20 sub-rule (2) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[20] In rule 21 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[21] In rule 21 the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[22] In rule 21 the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[23] In rule 21 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[24] In rule 21 the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

the "Commission/Appointing Authority, as the case may be,"[25][26] such fees as are fixed by "them/it"[27],[28] from time to time in such manner as may be indicated by "them/it"[29][30].

(2) No claim for the refund of the examination fee shall be entertained nor the fee shall be held in reserve for any other examination except when the advertisement is cancelled by the "Commission/Appointing Authority, as the case may be,"[31] because of withdrawal of requisition by the Requistioning Authority or for any other reason in which case the amount shall be refunded. Provided that no claim for the refund of fee shall be entertained after a period of one month from the date of issue of the letter of refund by the "Commission/Appointing Authority, as the case may be,"[32] to the candidate.

23. Admission to the Examination.-

(1) The applications which are found to be incomplete and have not been filled-in accordance with the instructions issued by the "Commission/Appointing Authority, as the case may be,"[33][34] shall be rejected by "them/it" [35] [36] at the initial stage. The "Commission/Appointing Authority, as the case may be,"[37][38] shall permit rest of those candidates to appear in the examination

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[25] In rule 22 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[26] In rule 22 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[27] In rule 22 of Part IV the expression "them/it" shall be substituted by the expression "them" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[28] In rule 22 sub-rule (1) the expression "them" shall be substituted by the expression "them/it" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[29] In rule 22 of Part IV the expression "them/it" shall be substituted by the expression "them" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[30] In rule 22 sub-rule (1) the expression "them" shall be substituted by the expression "them/it" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[31] In rule 22 sub-rule (2) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[32] In rule 22 sub-rule (2) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[33] In rule 23 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[34] In rule 23 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[35] In rule 23 of Part IV the expression "them/it" shall be substituted by the expression "them" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[36] In rule 23 sub-rule (1) the expression "them" shall be substituted by the expression "them/it" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[37] In rule 23 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[38] In rule 23 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

provisionally to whom "they/it"[39][40] consider it proper to grant the certificate of admission. No candidate shall be admitted to the examination unless he holds the certificate of admission to that examination granted by the "Commission/Appointing Authority, as the case may be,"[41][42]. Before appearing at the examination, it should be ensured by the candidate himself/ herself that he/ she fulfills the condition in regard to age, educational qualifications, experience, if any, etc. as provided in the rules. Being allowed to take the examination shall not entitle the candidate to presumption of eligibility. The "Commission/Appointing Authority, as the case may be,"[43][44] shall scruitinise later on the applications of such candidates only as qualify in the written examination and shall call only the eligible candidates to viva-voce, if any.

(2) The decision of the "Commission/Appointing Authority, as the case may be,"[45][46] as to the admission of a candidate to an examination, eligibility and consequent admission to Viva-voce, if any, shall be final.

24. [47]**"Minimum qualifying marks**.- Candidates who obtain a minimum of 40% marks in the aggregate for the written examination/ speed test shall be considered to have obtained qualifying marks at the written examination/ speed test, as the case may be, but the minimum qualifying marks in the written examination/ speed test for the candidates belonging to Scheduled Castes/Scheduled Tribes, shall be 36%. The Commission/Appointing Authority may in their/its discretion award grace marks upto one in each paper and upto three in the aggregate."

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[39] In rule 23 of Part IV the expression "they/it" shall be substituted by the expression "they" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[40] In rule 23 sub-rule (1) the expression "they" shall be substituted by the expression "they/it" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[41] In rule 23 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[42] In rule 23 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[43] In rule 23 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[44] In rule 23 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[45] In rule 23 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[46] In rule 23 sub-rule (2) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[47] The existing rule 24 of the said rules shall be substituted by the DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

25. "Recommendations of the Commission/Appointing Authority"[4849].-

(1) The "Commission/Appointing Authority, as the case may be,"[5051] shall prepare a list of candidates, whom "they/it" [52 53] consider suitable for appointment to the post or posts concerned, arranged in order of merit, and forward the same to the Government, or the Appointing Authority, as the case may be.

(2) The "Commission/Appointing Authority, as the case may be,"[5455] may 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 the order of merit to the Appointing Authority within six months from the date on which the original list is forwarded by the "Commission/Appointing Authority, as the case may be,"[5657] to the Government.

26. Retotalling of marks.-

(1) The "Commission/Appointing Authority, as the case may be,"[5859] may order re-totalling of marks obtained by a candidate during such period as may be decided by the "Commission/Appointing Authority, as the case may be,"[6061] in "their/its"[6263] discretion on

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[48] In rule 25 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[49] The existing rule 25 marginal heading "Recommendations of the Commission" shall be substituted by the "Recommendations of the Commission/Appointing Authority" by the DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[50] In rule 25 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[51] In rule 25 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[52] In rule 25 of Part IV the expression "they/it" shall be substituted by the expression "they" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[53] In rule 25 sub-rule (1) the expression "they" shall be substituted by the expression "they/it" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[54] In rule 25 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[55] In rule 25 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[56] In rule 25 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[57] In rule 25 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[58] In rule 26 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[59] In rule 26 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[60] In rule 26 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[61] In rule 26 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[62] In rule 26 of Part IV the expression "their/its" shall be substituted by the expression "their" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[63] In rule 26 sub-rule (1) the expression "their" shall be substituted by the expression "their/its" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

payment of such fee as may be fixed by the "Commission/Appointing Authority, as the case may be,"[64][65] from time to time but evaluation of the answer paper shall not be re-examined.

(2) The "Commission/Appointing Authority, as the case may be,"[66][67] may take step to rectify such mistakes as are detected on re-totalling of the marks in pursuance of the provisions of sub-rule (1)

(3) If as a result of such rectification the "Commission/Appointing Authority, as the case may be,"[68][69] discovers that the candidate becomes eligible for selection, such fact shall be immediately and in any case not later than 40 days from the announcement of the result reported to the Government and to that extent the recommendation of the "Commission/Appointing Authority, as the case may be,"[70][71] made under rule 25 shall stand protanto modified.

27. Disqualification for appointment.-

(1) No male candidate who has more than one wife living shall be eligible for appointment to the Service unless the Government, after being satisfied that there are special 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 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;

Explanation; For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act, 28 of 1961).

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[64] In rule 26 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[65] In rule 26 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[66] In rule 26 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[67] In rule 26 sub-rule (2) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[68] In rule 26 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[69] In rule 26 sub-rule (3) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[70] In rule 26 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[71] In rule 26 sub-rule (3) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

28. Selection by the Appointing Authority.-

(1) Subject to the number of posts specified in the notice issued under Rule 20 and subject to reservations of posts in favour of candidates belonging to Scheduled Casts/ Scheduled Tribes, Physically handicapped persons in respect of posts included in Schedule-I and II, the Appointing Authority, shall select candidates who stand highest in the order of merit in the list prepared by the Commission/Appointing Authority, as the case may be,[72][73] under Rule 25.

Provided that inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as maybe considered necessary that such candidate is suitable in all other respects for appointment to the post concerned.

Provided further also that the Appointing Authority, may further select, against additional vacancies in the order of merit from the list prepared under Rule 25 by the Commission/Appointing Authority, as the case may be, [74] [75] for appointment to posts in the Service specified in Schedule- I and II, candidates upto the number of vacancies intimated by them to the Commission/Appointing Authority, as the case may be, [76] [77] before final declaration of the result of the Competitive Examination conducted by the Commission/Appointing Authority, as the case may be,[78][79].

(2) If a person, selected under sub-rule (1) above and appointed to a post concerned in accordance with these Rules against the vacancies of a particular year for which the Competitive Examination was conducted by the Commission/Appointing Authority, as the case may be,[80][81] in accordance with these rules does not join on the post offered to him or has resigned or expired in any subsequent

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[72] In rule 28 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[73] In rule 28 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[74] In rule 28 of Part IV the expression "Commission/Appointing Authority as the case may be," shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Date 23-05-2008.

[75] In rule 28 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[76] In rule 28 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[77] In rule 28 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[78] In rule 28 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[79] In rule 28 sub-rule (1) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[80] In rule 28 of Part IV the expression "Commission/Appointing Authority" shall be substituted by the expression "Commission" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 23-05-2008.

[81] In rule 28 sub-rule (2) the expression "Commission" shall be substituted by the expression "Commission/Appointing Authority, as the case may be," by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

year, in that event the said vacancies shall be treated as a fresh vacancy.

PART- V Procedure for Recruitment by Promotion

29. Constitution of the Committee.- The Constitution of the Committee shall be as under:-

(a)	**For Posts falling within the purview of the Commission: -**	
(i)	Chairman of the Commission or a Member thereof nominated by him.	Chairman
(ii)	Secretary/Special Secretary to the Govt. in the Administrative Deptt. concerned	Member
(iii)	Special Secretary to the Govt. in the Department of Personnel (A-II) or his representative not below the rank of Deputy Secretary to Govt. in the DOP (A-II)	Member
(iv)	Deputy Secretary-Cum-Director Computers	Member Secretary
(b)	**For Posts falling outside the purview of the Commission:-**	
(i)	Dy. Secretary-cum-Director Computers	Chairman
(ii)	Deputy Secretary to the Govt. in the Department of Personnel.	Member
(iii)	One member nominated by the Secretary to the Government in the Administrative Department concerned.	Member
(iv)	Additional Director[82]	Member Secretary

30. Eligibility, **Criterion and Procedure for Promotion.**-

(1) As soon as the Appointing Authority determines the number of vacancies under rule 10 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 (6), 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, as the case may be, to the class of posts concerned.

(2) The persons enumerated in Column.6 of Schedule I and II shall be eligible for promotion to posts specified against them in Column 2 thereof to the extent indicated in Column 4 subject to their possessing minimum qualification and experience on the first day of the month of April of the year of selection as specified in Column 7.

(3) No person shall be considered for first promotion in the Service unless

[82] In rule 29 sub-clause (iv) of clause (b) the existing expression "System Analyst" shall be substituted by the expression "Additional Director" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 17-11-2009.

he is substantively appointed and confirmed on the lowest post in the Service. After first promotion in the Service, for subsequent promotions to higher posts in the Service a person shall be eligible if he has been appointed to such post from which promotion is to be made after selection in accordance with the provisions of these Rules.

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.

Explanation: - In case direct recruitment to a post has been made earlier than regular selection by promotion in a particular year such of the persons who are or were 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 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.

(5) 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 Service shall be made strictly on the basis of seniority-cum-merit.

Provided that in the event of non-availability of persons with the requisite period of service the Committee may relax the prescribed period of service if they are found otherwise suitable for promotion.

Explanation:- If in the Service, in any category of post, number of posts available for promotion is an odd number then for purpose of determining the vacancies for selection by promotion on the basis of seniority-cum-merit and merit in the proportion of 50:50, the following cyclic order shall be followed:

The first vacancy by seniority-cum-merit;

The subsequent vacancy by merit;

The cycle to be repeated.

(6) The zone of consideration of persons eligible for promotion shall be as under:-

(i) Number of vacancies	**Number of eligible person to be considered.**
(a) for one vacancy	five eligible persons
(b) for two vacancies	eight eligible persons
(c) for three vacancies	ten eligible persons
(d) 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 so eligible shall be considered.

(iii) Where, adequate number of the candidates belonging to the Scheduled Castes or the Scheduled Tribes, 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 Castes or the Scheduled Tribes, as the case may be, (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(7) (a) 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 prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, equal to the number of vacancies determined under rule relating to "Determination of vacancies" of these rules. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, shall be arranged in the order of seniority on the category of posts from which selection is made.

(b) The Committee shall also prepare a separate list on the basis of seniority-cum-merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in the rules, containing names of persons equal to the number of persons selected in the list prepared under (a) above to fill temporary or permanent vacancies, which may occur subsequently. The list so prepared on the basis of seniority-cum-merit and/or on the basis of merit shall be arranged in the order of the seniority in the category of post from which selection shall be made. Such a list shall be reviewed and revised by the Departmental promotion Committee that meets in the subsequent year and that such list shall remain in force till the end of the last day of the next year or till the Departmental Promotion Committee meets, whichever is earlier.

(c) Such lists shall be sent to the Appointing Authority together with Annual Confidential Reports/Annual Performance Appraisal Reports and other Service Record of all the candidates included in the lists as also of those not selected, if any.

> **Explanation**:- For the purpose of selection for promotion on the basis of merit no person shall be selected if he does not have “out standing" or “very good" record in atleast five out of the 7 years preceding the year for which Departmental Promotion Committee is held.

(8) If in any subsequent year, after promulgation of these rules vacancies relating to any earlier year are determined under sub-rule (2) of rule 10 which were required to be filled by promotion, the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancies relate irrespective of the year in which the meeting of the Departmental Promotion Committee is held and such promotions shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancies relate and the Service/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be refixed at the pay which he would have derived at the time of his promotion but no arrears of pay shall be allowed to him.

(9) The Government or the Appointing Authority may order for the review of the proceedings of the D.P.C. held earlier on account of some mistake or error apparent on the face of record, or on account of a factual error substantially affecting the decision of the D.P.C. or for any other sufficient reasons e.g. change in Seniority, wrong determination of vacancies, judgment/direction of any Court or Tribunal, or where adverse entries in the Confidential Reports of an individual are expunged or toned down or a punishment inflicted on him is set aside or reduced. The concurrence of the Department of Personnel and the Commission (Where Commission is associated) shall always be obtained before holding the meeting of the review D.P.C.

(10) Where consultation with the Commission is necessary the lists prepared by the Committee shall be forwarded to the Commission by the Appointing Authority alongwith the personal Files and Annual Confidential Rolls of all the persons whose names have been considered by the Committee.

(11) The Commission shall consider the lists prepared by the Committee alongwith other relevant documents received from the Appointing Authority, and unless any change is considered necessary, shall approve the lists. In case the Commission consider it necessary to make any change in the lists received from the Appointing Authority, it shall inform the

Appointing Authority of the change 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, in 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.

(12) Appointments shall be made by the appointing authority taking persons out of the lists finally approved under the preceding sub-rule(11) in the order in which they have been placed in the lists, till such lists are exhausted or reviewed and revised as the case may be.

(13) The Government may issue instructions for provisionally dealing with promotions, appointments or other ancillary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceeding 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.

31. Restriction of Promotion of Persons foregoing promotions .-

In case a person on his appointment by promotion to the next higher post either on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental Promotion Committee, foregoes such an appointment, he shall be considered again for appointment by promotion only after a period of one year (both on the basis of urgent temporary appointment or on regular basis on the recommendations of the Departmental promotion Committee)

PART-VI Appointments, probation and confirmation.

32. Appointment to the Service.- Appointment to posts in the service by direct recruitment or by promotion, as the case may be, shall be made by the Appointing Authority on occurrence of substantive vacancies from the candidates selected under rule 25 in order of merit and by promotion from the persons selected under rule 30 and persons adjudged suitable under proviso (ii) to rule 6.

33. Urgent Temporary Appointment.- (1) A Vacancy in the Service which cannot be filled in immediately either by direct recruitment or by promotion under these rules may be filled in by the Appointing Authority by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion or by appointing temporarily thereto a person eligible for direct recruitment to the Service, where such direct recruitment has been provided under the provisions of these rules :

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 post in the Service for which both the methods or recruitment have been prescribed, the Appointing Authority shall not, Save with the specific permission of the Government in the Department of Personnel in the case of State Service and Government in the administrative Department concerned in respect of subordinate Service, fill the temporary vacancy against the direct recruitment quota by a whole-time appointment for a period exceeding three months otherwise than out of persons eligible for direct recruitment and after a short term advertisement.

(2) In the event of non-availability of suitable persons fulfilling the requirements of eligibility for promotion, Government may notwithstanding the condition of eligibility for promotion required under sub-rule (1) above, lay down general instructions for grant of permission to fill the vacancies on urgent temporary basis subject to such conditions and restrictions regarding pay and other allowances as it may direct. Such appointments, shall however, be subject to concurrence of the Commission as required under the said sub-rule(1).

34. Seniority.- Seniority of persons appointed to the lowest post of the service or lowest categories of posts in each of the Group/Section of the Service, as the case may be, shall be determined from the date of confirmation of such persons to the said post but in respect of persons appointed by promotion to other higher posts in the Service or other higher categories of posts in each of the Group/Section in the Service as the case may, be shall be determined from the date of their regular selection to such posts.

Provided :
(i) that the seniority of the persons screened under rule 6(1)(ii) shall be fixed below all the persons appointed regularly by direct recruitment or by promotion upto the date of commencement of these rules and the seniority interse of these persons shall be determined by the committee according to the length of continuous Service in an adhoc or officiating capacity or on urgent temporary basis.

(ii) that the interse seniority of persons appointed to a post in a particular category by direct recruitment on the basis of one and the same selection except those who do not join Service when a post is offered to them within a period of six weeks from the date of issue of order or longer, if extended by the Appointing Authority, shall follow the order in which their names have been placed in the list prepared under rule 25:

(iii) that if two or more persons are appointed to the Service during the same year a person appointed by promotion shall be senior to a person

appointed by direct recruitment.

(iv) 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 interse of person 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.

35. Period of probation.- (1) All persons appointed to the Service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the Service by promotion 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 super session of any senior person or disturb the order of their preference 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 sub-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 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 one day earlier on the date immediately preceding 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.

36. Confirmation in certain cases.- (1) Notwithstanding anything to the contrary contained in the preceding rule a person appointed to a post in the Service temporarily or on officiating basis who, after regular recruitment by any one of the methods of recruitment prescribed under these rules, has not been confirmed, within a period of six months on completion of a period of two years service in case he is appointed by direct recruitment or within a

period of one year's service in case he is appointed by promotion, shall be entitled to be treated as confirmed in accordance with his seniority, if:-

(i) he has worked on the post or higher post under the same Appointing Authority or would have so worked but for his deputation or training:

(ii) he fulfills conditions as are prescribed under rule relating to Confirmation subject to the quota prescribed under these rules; and

(iii) permanent vacancy is available in the Department.

(2) if an employee referred to in sub-rule(1) above fails to fulfill the conditions mentioned in the said sub-rule, the period mentioned in sub-rule (1) above, may be extended as prescribed for a probationer under the Rajasthan Civil Services (Departmental Examinations) Rules, 1959 and any other rules or by one year, whichever is longer. If the employee still fails to fulfill the conditions mentioned in sub-rule(1) above, he will be liable to be discharged or terminated from such post in the same manner as a probationer or reverted to his substantive or lower post, if any, to which he may be entitled.

(3) The employee referred to in sub-rule(1) above, shall not be debarred from confirmation after the said period of service if no reasons to the contrary about the satisfactory performance of his work are communicated to him within the said period of service.

(4) The reasons for not confirming of any employee referred to in sub-rule(1) above, shall be recorded by the Appointing Authority in his Service Book and Annual Performance Appraisal Report.

Explanation : - (1) Regular recruitment for the purpose of this rule shall mean :-

(a) appointment by either method of recruitment or on initial constitution of Service in accordance with the Rules made under the proviso to Article 309 of the Constitution of India;

(b) appointment to the post for which no Service Rules exists, if the posts are within the purview of the Commission, recruitment in consultation with them;

(c) appointment by transfer after regular recruitment where the Service Rules specifically permit;

(d) persons who have been made eligible for substantive appointment to a post under the rules shall be treated as having been regularly recruited;

Provided that it shall not include urgent temporary appointment or officiating promotion which is subject to review and revision.

(ii) persons who hold lien on another cadre shall be eligible to be confirmed under this rule and they will be eligible to exercise an option whether they do not elect to be confirmed on the expiry of two years of their temporary appointment under this rule. In the absence of any option to the contrary they shall be deemed to have exercised option in favour of confirmation under this rule and their lien on the previous post shall ceases.

37. 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 alien thereon or in other cases may discharge or terminate him from Service:

Provided that the Appointing Authority may, if it so thinks fit in any case or class of cases, extend the period of probation of any member of Service by a specified period not exceeding two years in case of person appointed to a post in the Service by direct recruitment and one year in the case of person appointed by promotion to such post.

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 a total extension not exceeding three years.

(2) Notwithstanding anything contained in sub-rule (1), 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 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.

38. **Confirmation.-** A person placed on probation under rule 35 shall be confirmed in his appointment at the end of his period of probation if-

(a) he has passed the departmental examination and has successfully undergone such training as if referred to in sub-rule(2) of rule 35, and

(b) he has passed a departmental test of proficiency in Hindi, and

(c) The Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

PART - VII PAY

39. **Scale of pay.-** The scale of monthly pay of a person appointed to a post in the Service, shall be such as may be admissible under the Rules referred to in rule 41 or as may be sanctioned by the Government from time to time.

40. **Increment during probation.-** A probationer shall draw increment in the scale of pay admissible to him during the period of probation in accordance with the provisions of the Rajasthan Service rules, 1951.

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

(1) the Rajasthan Civil Service (Unification of Pay Scales) Rules, 1950, as amended from time to time;

(2) the Rajasthan Service Rules, 1951, as amended from time to time;

(3) the Rajasthan Civil Services (Rationalization of pay Scales) Rules, 1956, as amended from time to time;

(4) the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958, as amended from time to time;

(5) the Rajasthan Civil Services (Revised Pay scales) Rules, 1961, as amended from time to time;

(6) the Rajasthan Traveling Allowance Rules, 1971, as amended from time to time;

(7) the Rajasthan Civil Services (New Pay Scales) Rules, 1969, as amended from time to time;

(8) the Rajasthan Civil Services (Revised New Pay Scales) Rules, 1976, as amended from time to time;

(9) the Rajasthan Civil Services (Revised Pay Scales) Rules, 1983, as amended from time to time;

(10) the Rajasthan Civil Services (Revised Pay Scales) Rules, 1987 and 1989, as amended from time to time;

(11) the Rajasthan Civil services (Conduct) Rules, 1971;

(12) any other rules prescribing general conditions of Service made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time being in force.

42. **Removal of Doubts.-** If any doubt arises relating to the application, interpretation and scope of these rules it shall be referred to the

Government in the Department of Personnel and Administrative Reforms whose decision there on shall be final.

43. **Repeal and Saving.-** All rules and orders in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed;

Provided that any action taken under the rules and orders so superseded shall be deemed to have been taken under the provisions of these rules

44. **Power to relax rules.-** In exceptional cases where the administrative Department of the Government is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these rules with respect to age or experience of any person, it may with the concurrence of the Department of Personnel and Administrative Reforms, and in consultation with the Commission by orders dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favour able than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the Department of personnel and Administrative Reforms.

SHEDULE I (POSTS IN SUBORDINATE SERVICE)

S. NO.	NAME OF POST	SOURCE OF RUITMENT WITH PERCENTAGE …… DIRECT PROMOTION		QUALIFICATION&EXPERIENCE POR DIRECT RECERUTIMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARK
1	2	3	4	5	6	7	8
1.	Additional Director[83]	-	100%	-	System Analyst	5 Years experience on the post mentioned in column 6.	-
2.	System Analyst		100%		Analyst-Cum-Programmer	5 Years expression on the post mentioned in column 6.[84]	
3.	Analyst-Cum-Programmer	50%	50%	"(1) M.C.A./B.E/B. Tech. in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government. OR M.Tech. degree in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government. OR M.B.A. (IT) from a University established by law in India or a qualification recognized as equivalent thereto by the Government. AND (2) 5 years' post qualification work experience in System Designing, System Development, Programming	Programmer	5Years Service on the post mentioned in column 6.	

[83] In Schedule-I the existing serial number 1 and 2 shall be renumbered as serial number 2 and 3, respectively, before the existing entries at serial number 2 so renumbered, the new entries at serial number 1, shall be inserted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 17-11-2009.

[84] In Schedule-I in column number 7 against serial number 2 so renumbered, for the existing expression "3 years service on the post mentioned in column 6" the expression "5 years expression on the post mentioned in column 6" shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 17-11-2009.

				in JAVA/Dot Net/VB/J2EE,System Management in a Government Organization/ Government undertakings/ Public Limited/ Private Limited companies: Provided that in case sufficient number of candidates possessing prescribed experiences are not available the condition in regard to experience may be relaxed to the extent of three years."[85]			
4.[86]	Programmer	60%	40%	(1) M.C.A./B.E./B.Tech./M.Sc. in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government. OR M.Tech. degree in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government. OR M.B.A. (IT) from a University established by law in India or a qualification recognized as equivalent thereto by the Government. AND (2) 2 years' post qualification work experience in programming in JAVA/Dot Net/VB/J2EE in a Government Organization/ Government undertaking/ Public Limited/Private Limited Company: Provided that in case sufficient number of candidates possessing prescribed experiences are not available the condition in regard to experience may be relaxed to the extent of one year.	Assistant Programmer	5 years' experience on the post mentioned in column 6	

[85] In Schedule-I the existing entries in column number 5 against the serial number 3 shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.
[86] In Schedule-I the existing serial number 3 and entries thereto the new serial number 4 and entries thereto shall be added by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

SHEDULE II (POSTS IN SUBORDINATE SERVICE)

S. NO.	NAME OF POST	SOURCE OF RUITMENT WITH PERCENTAGE …… DIRECT PROMOTION		QUALIFICATION&EXPERIENCE POR DIRECT RECERUTIMENT	POST FROM WHICH PROMOTION IS TO BE MADE	QUALIFICATION & EXPERIENCE FOR PROMOTION	REMARK
1	2	3	4	5	6	7	8
1.[87]	Assistant Programmer[88]	50%	50%	[89] [90] "(1) Graduate with Computer Science or Electronics and Communication or Information Technology from a University established by law in India. OR 3 years' Diploma in Computer Application from a Institution recognized by the Government. OR Graduate from a University established by law in India with "A" Level Certificate course conducted by the DOEACC under the control of Department of Electronics, Government of India. AND (2) 2 years' working experience of computer operations in a Government Organization/ Government undertakings/ Public Limited/ Private Limited company."	Informatics Assistant[91]	5 years service on the post mentioned in column 6.	

[87] In Schedule-II the existing serial number 1 and entries thereto shall be deleted and the existing serial number 2 and 3 shall be renumbered as serial number 1 and 2 respectively by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.
[88] The expression "Computer Operator" shall be substituted with "Assistant Programmer" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.
[89] In Schedule II column No.5 against S.No.2 shall be substituted by DOP Notification Ref No. F5(2)DOP/A-2/91 Dated 29-05-1997.
[90] In Schedule-II the existing entries in column number 5 against serial number 1, so renumbered, shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.
[91] The expression "Data Entry Operator" shall be substituted with "Informatics Assistant" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.

2.	Informatics Assistant[92]	100%		[93](i) Graduate in Computer Science / Computer Applications or Electronics of a University established by law in India. **OR** Post Polytechnic Diploma in Computer Application or 3 years Diploma in Computer Science & Engineering from a Polytechnic institution recognised by the government. **OR** Graduate of a University established by law in India with Diploma in Computer Science/ Computer Applications of a University established by law in India or of an Institution recognized by the Government. **OR** Graduate of a University established by law in India with "O" or higher level Certificate Course Conducted by DOEACC under the control of Department of Electronics, Government of India. **OR** Graduate of a University established by law in India with Computer Operator & Programming Assistant (COPA) / Data preparation and Computer Software (DPCS) Certificate Organised under National / State Council of Vocational Training Scheme, and (ii) Speed of 8000 key depression per Hour on Computer in Hindi & English."			

[92] The expression "Data Entry Operator" shall be substituted with "Informatics Assistant" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.
[93] In Schedule II column No.5 against S.No.3 shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 25-10-2007

[94]"SCHEDULE-III

(See Rule 18)

SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO THE POST OF ANALYST-CUM-PROGRAMMER

A candidate must appear in all the papers. The marks and time allowed for each paper shall be as under:-

Name of Papers	Marks	Time
PAPER - I	100	2 Hours
PAPER - II	100	2 Hours

SCOPE OF PAPERS

Written Examination

Paper - I

Reasoning Test & Numerical Analysis & General Knowledge

Problem solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan.

Data Base Management Systems

ER Diagram, data models- Relational and Object Oriented databases.

Data Base Design: Conceptual data base design, Normalization Primitive and Composite data types, concept of physical and logical databases, data abstraction and data independence, data aggregation and Relational Algebra.

Application Development using SQL: Host Language interface, embedded SQL programming, Stored procedures and triggers and views, Constraints assertions.

Internal of RDBMS: Physical data organisation in sequential,

[94] The existing Schedule-III, appended to the said rules, shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

indexed random and hashed files. Inverted and multilist structures, B trees, B+ trees, Query Optimisation, Join algorithm.

Transaction Processing, concurrency control and recovery management. Transaction model properties and state serialisability. Lock base protocols, two phase locking.

Different server multi user, multiprocess operating systems and requirement for client interfaces in distributed application environments.

Data Communication and Computer Networks

Computer Network Architecture, Circuit switching, Packet And Massage Switching, Network Structure. Physical Layer, Data Link Layer, Framing. Retransmission algorithms.

Multiple access and Aloha. CSMA/CD and Ethernet. High Speed LANs and topologies. Broadcast routing and spanning trees.

TCP/IP Stack. IP Networks and Internet. DNS and Firewalls. Intrusion Detection and Prevention.

Transport layer and TCP/IP. Network Management And Interoperability.

Paper - II

System Analysis and Design

System concept: Definition and characteristics, elements and boundaries, types of system development lifecycle, recognition of needs, feasibility study, prototyping, role of system analyst.

System planning and tools like DFD, data dictionary, decision trees, structured analysis and decision tables.

IPO charts, structured walkthrough, input output form design, requirement and classification of forms, layout considerations form control, object oriented Design Concepts and methods.

Software Life Cycle, Software Engineering paradigms. System analysis: Feasibility study requirement analysis, Cost benefit analysis, Planning systems, Analysis tools and techniques.

System Design: design fundamentals, Modular Design, Data and procedural design, object oriented design.

System Development: Code documentation, Program design paradigms, Efficiency Consideration.

Verification, Validation and Testing: testing methods, Formal Program Verification, Testing Strategies.

Software Maintenance: Maintenance Characteristics, Maintainability, Maintenance tasks and side effects.

Software Project Management

Software Project Management Concept: The Management Spectrum, People, Product, Process & Project.

Software Process & Project Matrix: Software Measurement Size Oriented Matrixes, Function Oriented Matrices.

Software Project Planning: Objectives, Decomposition Techniques, Empirical Estimation Model.

Risk Analysis and Management: Risk Identification, Projection, Risk Identification, Projection, Risk Refinement, Risk Monitoring And Management.

Project Scheduling & Tracking, Software Quality Assurance, Software Configuration Management.

Note for general guidance:

(i) The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Questions of question paper of examination may be of multiple choice type or descriptive type or both types.

(v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive questions of the examination paper(s)."

[95]"SCHEDULE- IV

(See Rule 18)

SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO THE POST OF PROGRAMMER

A candidate must appear in all the papers. The marks and time allowed for each Paper shall be as under:-

Name of Papers	Marks	Time
Paper - I	100	2 Hours
Paper - II	100	2 Hours

SCOPE OF PAPERS

Written Examination

PAPER - I

Reasoning Test & Numerical Analysis & General Knowledge

Problem solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan.

Data Base Management Systems

ER Diagram, data models- Relational and Object Oriented databases. Data Base Design: Conceptual data base design, Normalization Primitive and Composite data types, concept of physical and logical databases, data abstraction and data independence, data aggregation and Relational Algebra.

Application Development using SQL: Host Language interface, embedded SQL programming, Stored procedures and triggers and views, Constraints assertions.

Internal of RDBMS: Physical data organisation in sequential, indexed random and hashed files. Inverted and multilist structures, B trees, B+ trees, Query Optimisation, Join algorithm.

Transaction Processing, concurrency control and recovery

[95] The existing Schedule-IV, appended to the said rules, shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

management. Transaction model properties and state serialisability. Lock base protocols, two phase locking.

Data Communication and Computer Networks

Computer Network Architecture, Circuit switching, Packet And Massage Switching, Network Structure. Physical Layer, Data Link Layer, Framing. Retransmission algorithms.

Multiple access and Aloha. CSMA/CD and Ethernet. High Speed LANs and topologies. Broadcast routing and spanning trees.

TCP/IP Stack. IP Networks and Internet. DNS and Firewalls. Intrusion Detection and Prevention.

Transport layer and TCP/IP. Network Management And Interoperability.

PAPER - II

System Analysis and Design

System concept: Definition and characteristics, elements and boundaries, types of system development lifecycle, recognition of needs, feasibility study, prototyping, role of system analyst.

System planning and tools like DFD, data dictionary, decision trees, structured analysis and decision tables.

IPO charts, structured walkthrough, input output form design, requirement and classification of forms, layout considerations form control, object oriented Design Concepts and methods.

Software Life Cycle, Software Engineering paradigms.

System analysis: Feasibility study requirement analysis, Cost benefit analysis, Planning systems, Analysis tools and techniques.

System Design: design fundamentals, Modular Design, Data and procedural design, object oriented design.

System Development: Code documentation, Program design paradigms, Efficiency Consideration.

Verification, Validation and Testing: testing methods, Formal Program Verification, Testing Strategies.

Software Maintenance: Maintenance Characteristics, Maintainability, Maintenance tasks and side effects.

Programming Concepts

Introduction: Internet, Java as a tool for internet applications, Byte Code and its advantages.

Object Oriented Programming and Design: Review of Abstraction, Objects and other basics, Encapsulation, Information hiding, Method, Signature, Classes and Instances, Polymorphism, Inheritance, Exceptions and Exception Handling with reference to object modeling, Coupling and Cohesion in object oriented software. Object Oriented Design – Process, Exploration and Analysis.

Java Programming Basics: Variables and assignments, Input and Output, Data Types and Expressions, Flow of control, Local variables, Overloading Parameter passing, this pointer, Java Object Oriented Concepts: Use of file for I/O, Formatting output with stream functions, Character I/O, Inheritance, Public and private members, Constructors for initializations, Derived classes, Flow of Control Arrays-Programming with arrays, arrays of classes, arrays as function arguments, Strings, Multidimensional arrays, Arrays of strings, vectors, Base classes.

Introduction to JSP, RMI, Java Applets and servlets.

Introduction to DotNet framework and visual programming interface.

Note for general guidance:

(i) The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Questions of question paper of examination may be of multiple choice type or descriptive type or both types.

(v) Credit will be given for orderly, effective and exact

expression combined with due economy of words in all descriptive questions of the examination paper(s)."

[96]"SCHEDULE-V

(See Rule 18)

SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO THE POST OF ASSISTANT PROGRAMMER

A candidate must appear in all the papers. The marks and time allowed for each Paper shall be as under:-

Name of Papers	Marks	Time
i) Aptitude Test and General Awareness in Information Technology	100	2 Hours
ii) Information Technology Concepts	100	2 Hours

SCOPE OF PAPERS

Written Examination

Paper-I

Aptitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Paper-II

Information Technology Concepts

Overview of the Computer System, Computer Application and Organizations, Anatomy of a Computer, Representation of Data (Digital versus Analog, Digital Number System) Operating System (Windows, UNIX, LINUX), Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power

[96] The existing Schedule-V, appended to the said rules, shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

Point) and IT in Society.

Introduction/Basics of all Operating System, UNIX and Shell Programming,

Operating System Concepts, File Systems, Process Management, File Attributes, VI Editors.

DBMS (MS-Access), Knowledge of Business Data Processing, Concepts of files, Principles and Programming Techniques, Visual Foxpro and Business Applications, RDBMS (SQL), Data Base Architecture and Modeling, Entity Relationship Model, Relational Model, Backup & Recovery.

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Introduction to TCP/IP, World Wide Web Browsers, e-mail, File Transfer Protocol, Telnet, Web publishing, HTML Interactivity Tools, Multimedia and Graphics, Internet Security Management Concepts (Firewalls), Voice Mail and Video Conferencing, Introduction to e-Commerce, Creating & Maintaining Websites.

Algorithms for Problem Solving, Introduction to C Language, Programming in C and C++, Conditions and Loops Arrays, Functions.

Introduction, System Analysis, System Development Cycle, System Planning, Modular & Structured Design, System Design and Modeling, Administering File Systems

Elementary Knowledge:

Object Oriented Programming (OOPs) in Visual Basic and JAVA Programming Elements, Integrated Development Environment, Working with Forms, Basic Active X Controls, Graphics with VB, Multiple Document Interface, Error Handling, Initials of Programming with VB, Windows API and DLLs, Computer Architecture, Basic Component Organization, Introduction & Applications of Computer Graphics, Graphics Devices, 3-D Graphics, Animation.

Note for general guidance:

(i) The standard of the paper will be that of a Degree Examination of a University established by law in India. A brief outline of the scope of each paper is given in this

Schedule for general guidance of candidates but is not intended to be exhaustive.

(ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Questions of question paper of examination may be of multiple choice type or descriptive type or both types.

(v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive questions of the examination paper(s)."

SCHEDULE VI[97]

(See Rule 18)

Syllabus and scope of papers for the Informatics Assistant [98] Competitive Examination

The marks and time allowed for Part-I and Part-II shall be as mentioned hereunder:-

Part I - Written Examination :

A candidate must appear in both the papers.

Name of paper	Marks	Time
Paper-I: Aptitude Test and General Awareness in Information Technology	30	1 Hour
Paper-II Fundamentals of Computer	70	2 Hours

Part II- Speed Test :

Bilingual (Hindi & English)	120	30 Minutes

[97] Schedule VI shall be substituted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 25-10-2007.

[98] The expression "Data Entry Operator" shall be substituted with "Informatics Assistant" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.

SCOPE OF PAPER
Part - I Written Examination

Paper - I Aptitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Paper- II Technical Theory (IT)

Overview of the Computer System, Computer Application and Organisations, Anatomy of a Computer, Representation of Data (Digital versus Analog, Digital Number System) Operating System (Windows, UNIX, LINUX), Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point) and IT in Society.

DBMS (MS-Access), Knowledge Business Data Processing, Concepts of files, Principles and Programming Techniques, Visual Foxpro and Business Applications, RDBMS(SQL).

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Introduction to TCP/IP, World Wide Web Browsers, e-mail, File Transfer protocol, Telenet, Web publishing, HTML Interactivity Tools, Multimedia and Graphics, Internet Security Management Concepts (Firewalls), Voice Mail and Video Conferencing, Introduction to e-Commerce, Creating & Maintaining Websites.

Algorithms for Problem Solving, Introduction to C Language, Programming in C and C++, Conditionals and Loops Arrays, Functions.

Elementary Knowledge

Object Oriented Programming (OOPs) in Visual Basic and JAVA Programming Elements, Integrated Development Environment, Working with Forms, Basic Active X Controls, Graphics with VB, Multiple Document Interface, Error Handling, Initials of Programming with VB, Windows API and DLLs.

Part - II - Speed Test

A speed test of bilingual (Hindi & English) nature will be taken on Computer Machines.

Those of the candidates obtaining 40% marks in the written examination shall be considered to have obtained qualifying marks for the Speed Test. However, the minimum qualifying marks for SC/ST candidates shall be 36%.

The number of candidates to be admitted to the Speed Test will be three times the advertised vacancies (category wise).

Note for general Guidance :

1. The standard of the paper will be that of a Degree Examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

2. All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

3. If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

4. "Questions of question paper of examination may be of multiple choice type or descriptive type or both types."[99]

5. Credit will be given for orderly, effective and exact expression combined with due economy of words in all "descriptive questions of the examination paper(s)"[100]

(No. F5(2) DOP/A-II/91)
By Order of the Governor
(अलका काला)
Secretary to Government

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[99] The existing Schedule-VI, the existing note 4 shall be re-numbered as note 5 after the existing note 3 and before the note 5, so re-numbered, the following new note 4 shall be inserted by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

[100] In Schedule-VI, in note 5, the existing expression "descriptive papers of the examination" shall be substituted by "descriptive questions of the examination paper(s)" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 01-04-2011.

Rajasthan Computer State
&
Subordinate Service Rules, 1992

Notifications

(1) F.5(2)DOP/A-II/91 Dated : 29-05-1997

(2) F.5(2)DOP/A-II/91 Dated : 25-10-2007

(3) F.5(2)DOP/A-II/91 Dated : 23-05-2008

(4) F.5(2)DOP/A-II/91 Dated : 28-06-2008

(5) F.5(2)DOP/A-II/91 Dated : 17-11-2009

(6) F.5(2)DOP/A-II/91 Dated : 01-04-2011

GOVERNMENT OF RAJASTHAN

DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
DEPARTMENT OF PERSONNEL (A-II)

F5(2)DOP/A-2/91 Jaipur, Dated: 29.05.1997

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following amendments in the Rajasthan Computer Sate and subordinate Service Rules, 1992, namely :-

AMENDMENT

1. **Amendment in Rule 24**:- Between the expressions "for an interview for a personality test" and the full stop"(.)" in para two of rule 24 the expression " as is referred to in schedule III, IV, V and VI, as the case may be, "shall be inserted.

2. **Amendment in Schedule II** :- (i) The existing entry in coloum no. 5 against S.No. 2 shall be substituted by the following, namely:-

"Graduate with Computer Science or Electronics of a University established by law in India.

OR

3 Year's Diploma in Computer Applications from a Polytechnic institution recognised by the Government.

OR

Graduate of a University established by law in India with Diploma in Computer Science / Computer Applications of a University established by law in India or of an Institution recognised by the Government.

OR

Graduate of a University established by law in India with "O" Level Certificate course conducted by the Computer Society of India under the control of Department of Electronics, Government of India.

OR

Graduate of a University established by law in India with Data Preparation and Computer Software Certificate Organised under national / State Council of vocational Training Scheme."

(ii) The existing words "Data Entry Machines" Occurring in coloum No. 5 against S.No. 3 shall be substituted by "Computers".

3. The existing Schedule V and VI shall be substituted by the following, namely:-

SCHEDULE V
(See Rule 18)

Syllabus and scope of papers for the Assistant Programmer's[101] Competitive Examination.

A Candidate must appear in all the papers. the marks and time allowed for each Page shall be as under :-

	Name of paper	Marks	Time
(i)	Aptitude Test and General Awareness in Information Technology (Computers)	45	1 Hour
(II)	Fundamentals of Computers	45	2 Hours

SCOPE OF PAPER

Paper - I Aptitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Paper - II Fundamentals of Computers

Definition and functions of various components of computers, Primary and Secondary Storage concepts, Data Storage Media, Input/Output devices and their functions, classification of computers and related characteristics, Spectrum of Computer System in India and Rajasthan. Representation of Data.

Concept of Programming aids and Techniques - Algorithm, Flowcharting & Pseudo codes. Concept of Data structures, File Organisation & maintenance (Shorting, Searching, Merging etc.) & various Data Processing Methods, Security provisions required for on line and batch processing systems.

Operating Systems, Low and High Level Languages, Characteristics and differences in System and Application Software. Features/ Characteristics of personal Computers, Characteristics of general packages like word-processing, database, spread sheet etc. on personal Computers. PC Operating System and Operations, Utility Software Packages, Business Software Packages, Text Manipulations. Data Analysis, Data Base Management & Desk Top Publishing under DOS, UNIX WINDOWS Environment.

Computer Operation- Connecting & configuring various peripherals of Computer, Install/Uninstall different Hardware and Software (OS, Utilities and Application Packages), essential operations under LAN/WAN. Maintenance- Overall maintenance of Hardware & Software, House Keeping work for Data Processing Unit.

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[101] The expression “Computer Operator” shall be substituted with “Assistant Programmer” by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.

Data Entry/Verification methods, sources of input data, Data corrections, input/output control for data validity, error detection, Backup and retrieval methods.

Note for General Guidance :-

1. The standard of the paper will be that of a Degree Examination of a university established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

2. All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or Partly in English unless specifically allowed to do so.

3. If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

4. Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination.

SCHEDULE VI
(See Rule 18)

Syllabus and scope of papers for the Informatics Assistant's[102] Competitive Examination

The marks and time allowed for Paper- I and Paper -II shall be as mentioned here under:-

	Name of paper	Marks	Time
(i)	Aptitude Test and Fundamentals of Computers	45	1 Hour
(II)	Speed Test	45	30 Minutes

SCOPE OF PAPER

PAPER- I Aptitude Test and Fundamentals of Computers

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning.

Definition and functions of various components of computers, Primary and Secondary Storage concepts, Data Storage Media, input/output devices and their functions, classification of computers and related characteristics.

[102] The expression “Data Entry Operator” shall be substituted with “Informatics Assistant” by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.

Concept of Operating Systems, Low and High Level languages, Characteristics and differences in System and Application Software.

Features/ Characteristics of Personal Computers, Characteristics of general packages like word-processing, database, spread sheet in English as well as Hindi languages on Personal Computers. PC Operating System and Operations. Concept of Desk Top Publishing under DOS & WINDOWS environment in English as well as Hindi Languages.

Data Entry / Verification methods, sources of input data, Data corrections, input/output control for data validity, error detection, Backup and retrieval methods.

Paper - II Speed Test

1. A speed test of bilingual (Hindi & English) nature will be taken on computer Machines.

2. All candidates must appear for Paper-I. The number of candidates to be admitted to the speed test will be 3 (Three) times the advertised vacancies (category-wise) but in the said range all those candidates who secure the same percentage of marks in Paper-I as may be fixed by the Appointing Authority will be admitted to the speed test i.e. Paper-II. However under no circumstances the aforesaid range shall be below 40% marks in Paper-I and in case of SC/ST Candidates shall below 36% marks rounded off to the nearest number i.e. 16 marks.

Note for general guidance:-

1. The standard of the paper relating to Fundamental of Computers will be that of a Degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

2. All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

3. If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

4. Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination.

By Order and in the name of the Governor

(S.M. Kerwal)
Dy. Secretary to Govt.

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

F5(2)DOP/A-II/91 Jaipur, dated 25.10.2007

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules further to amend the Rajasthan Computer State and subordinate Service Rules, 1992, namely :-

1. Short title and commencement- (i) These rules may be called the Rajasthan Computer State and Subordinate Service (Amendment) Rules, 2007.
(ii) They shall come into force from the date of their publication in the Official Gazette.

2. Amendment of Schedule II - In Schedule II appended to the Rajasthan Computer State and Subordinate Service Rules, 1992, hereinafter referred to as the said rules, the existing entries in column 5 against serial number 3 shall be substituted by the following, namely:-

(i) Graduate in Computer Science / Computer Applications or Electronics of a University established by law in India.

OR

Post Polytechnic Diploma in Computer Application or 3 years Diploma in Computer Science & Engineering from a Polytechnic institution recognised by the government.

OR

Graduate of a University established by law in India with Diploma in Computer Science/ Computer Applications of a University established by law in India or of an Institution recognized by the Government.

OR

Graduate of a University established by law in India with "O" Level or higher level Certificate Course Conducted by DOEACC under the control of Department of Electronics, Government of India.

OR

Graduate of a University established by law in India with Computer Operator & Programming Assistant (COPA) / Data preparation and Computer Software (DPCS) Certificate Organised under National / State Council of Vocational Training Scheme, and

(ii) Speed of 8000 key depression per Hour on Computer in Hindi & English."

3. Amendment of Schedule VI.- The existing Schedule VI appended to the said rules, shall be substituted by the following, namely :

"SCHEDULE VI
(See Rule 18)

Syllabus and scope of papers for the Informatics Assistant [103] Competitive Examination

The marks and time allowed for Part-I and Part-II shall be as mentioned hereunder:-

Part I - Written Examination :
A candidate must appear in both the papers.

Name of paper	**Marks**	**Time**
Paper-I: Aptitude Test and General Awareness in Information Technology	30	1 Hour
Paper-II Fundamentals of Computer	70	2 Hours

Part II- Speed Test :

Bilingual (Hindi & English)	120	30 Minutes

SCOPE OF PAPER
Part - I Written Examination

Paper - I Aptitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Paper- II Technical Theory (IT)

Overview of the Computer System, Computer Application and Organisations, Anatomy of a Computer, Representation of Data (Digital versus Analog, Digital Number System) Operating System (Windows, UNIX, LINUX), Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point) and IT in Society.

DBMS (MS-Access), Knowledge Business Data Processing, Concepts of files, Principles and Programming Techniques, Visual Foxpro and Business Applications, RDBMS(SQL).

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Introduction to TCP/IP, World Wide Web Browsers, e-mail, File Transfer protocol, Telenet, Web publishing, HTML Interactivity Tools, Multimedia and Graphics, Internet Security Management Concepts (Firewalls), Voice Mail and Video Conferencing, Introduction to e-Commerce, Creating & Maintaining Websites.

[103] The expression "Data Entry Operator" shall be substituted with "Informatics Assistant" by DOP Notification Ref No. F5(2)DOP/A-II/91 Dated 28-06-2008.

Algorithms for Problem Solving, Introduction to C Language, Programming in C and C++, Conditionals and Loops Arrays, Functions.

Elementary Knowledge

Object Oriented Programming (OOPs) in Visual Basic and JAVA Programming Elements, Integrated Development Environment, Working with Forms, Basic Active X Controls, Graphics with VB, Multiple Document Interface, Error Handling, Initials of Programming with VB, Windows API and DLLs.

Part - II - Speed Test

A speed test of bilingual (Hindi & English) nature will be taken on Computer Machines.

Those of the candidates obtaining 40% marks in the written examination shall be considered to have obtained qualifying marks for the Speed Test. However, the minimum qualifying marks for SC/ST candidates shall be 36%.

The number of candidates to be admitted to the Speed Test will be three times the advertised vacancies (category wise).

Note for general Guidance :

1. The standard of the paper will be that of a Degree Examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

2. All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

3. If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

4. Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive papers of the examination."

By Order and in the name of the Governor

(Loknath Soni)

Dy. Secretary to Govt.

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

F5(2)DOP/A-II/91 Jaipur, dated 23.05.2008

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules further to amend the Rajasthan Computer Sate and subordinate Service Rules, 1992, namely :-

1. Short title and commencement.- (1) These rules may be called the Rajasthan Computer and Subordinate Service (Amendment) Rules, 2008.
(2) They shall come into force from the date of their publication in the official gazette.

2. Amendment of Part-IV.- In Part IV of the Rajasthan Computer State and Subordinate Service Rules, 1992, -
(i) the existing rule 17 shall be substituted by the following, namely:-

> "17. Competitive Examination.- Competitive examination for direct recruitment to the posts in the service shall be held by the Commission, in accordance with these rules."

(ii) The expression "Commission/Appointing Authority" or "Commission/Appointing Authority as the case may be," wherever occurring shall be substituted by the expression "Commission".

(iii) the expressions "them/it" or "they/it "wherever occurring shall be substituted by the expression "them" or "they", respectively.

(iv) the expressions "their/its" wherever occurring shall be substituted by the expression "their".

By Order an din the name of the Governor

(Dr. Loknath Soni)

Deputy Secretary to the Government

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

F5(2)DOP/A-II/91 Jaipur, dated 28.06.2008

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules further to amend the Rajasthan Computer Sate and Subordinate Service Rules, 1992, namely :-

1. Short title and commencement.- (1) These rules may be called the Rajasthan Computer State and Subordinate Service (Second Amendment) Rules, 2008.
(2) They shall come into force from the date of their publication in the official gazette.

2. Amendment of Rules and Schedules.- In the Rajasthan Computer State and Subordinate Service Rules, 1992 and schedule appended their to,-

(i) for the expression "Computer Operator" wherever occurring, the expression "Assistant programmer" shall be substituted.

(ii) for the expression "Data entry Operator" wherever occurring the expression "Informatics Assistant" shall be substituted.

By Order and in the name of the Governor

(Dr. Loknath Soni)

Deputy Secretary to the Government

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

F5(2)DOP/A-II/91 Jaipur, dated 17.11.2009

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules further to amend the Rajasthan Computer State and Subordinate Service Rules, 1992, namely :-

1. Short title and commencement. -(1) These rules may be called the Rajasthan Computer and Subordinate Service (First Amendment) Rules, 2009.
(2) They shall come into force from the date of their publication in the official gazette.

2. Amendment of Rule 29.- In sub-clause (iv) of clause (b) of rule 29 of the Rajasthan Computer State and Subordinate Service Rules, 1992 herein after referred to as the said rules, for the existing expression "System Analyst" the expression "Additional Director" shall be substituted.

3. Amendment of Schedule - 1 In Schedule -1 appended to the said rules

(i) The existing serial number 1 and 2 shall be renumbered as serial number 2 and 3, respectively.

(ii) before the existing entries at serial number 2 so renumbered, the following new entries at serial number 1, shall be inserted, namely:-

1	Additional Director	-	100%	-	System Analyst	5 year experience on the post mentioned in column 6	-

(iii) in column number 7 against serial number 2 so renumbered, for the existing expression " 3 years service on the post mentioned in column 6" the expression "5 years expression on the post mentioned in column 6" shall be substituted.

By Order an din the name of the Governor

(Dr. Loknath Soni)

Deputy Secretary to the Government

GOVERNMENT OF RAJASTHAN

DEPARTMENT OF PERSONNEL

(A-Group II)

No. F5(2)DOP/A-II/91 Jaipur, dated : 1.04.2011

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of the India, the Governor of Rajasthan hereby makes the following rules further to amend the Rajasthan Computer State and Subordinate Service Rules, 1992, namely :-

1. Short title and commencement.- (1) These rules may be called the Rajasthan Computer State and Subordinate Service (Amendment) Rules, 2011.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Substitution of rule 17.- The existing rule 17 of the Rajasthan Computer State and Subordinate Service Rules, 1992, herein after referred to as the said rules, shall be substituted by the following, namely:-

"**17**. **Authority for conducting the Competitive Examination.-** (1) Direct recruitment to the posts mentioned in Schedule-I and to the posts mentioned in Schedule-II which fall within purview of the Commission shall be by a competitive examination to be conducted by the Commission in accordance with these rules.

(2) Direct recruitment to the posts mentioned in Schedule-II other than that mentioned in sub-rule(1) above, shall be by a competitive examination to be conducted by the Appointing Authority in accordance with these rules."

3. Amendment of rule 19.- In rule 19 of the said rules, for the existing expression "Commission" wherever occurring, the expression "Commission/Appointing Authority, as the case may be, " shall be substituted.

4. Amendment of rule 20.- In sub-rule (2) of rule 20 of the said rules, for the existing expression "Commission" wherever occurring, the expression "Commission/Appointing Authority, as the case may be, " shall be substituted.

5. Amendment of rule 21.- In rule 21 of the said rules, for the existing expression "Commission" wherever occurring, the expression "Commission/Appointing Authority, as the case may be, " shall be substituted.

6. **Amendment of rule 22.-** In rule 22 of the said rules,

(i) in sub-rule (1) for the existing expression “Commission”, the expression “Commission/Appointing Authority, as the case may be,” shall be substituted.

(ii) in sub-rule (1) for the existing expression “them”, the expression “them/it” wherever occurring, shall be substituted.

(iii) in the sub-rule (2) for the existing expression “Commission”, wherever occurring, the expression “Commission/Appointing Authority, as the case may be,” shall be substituted.

7. Amendment of rule 23.- In rule 23 of the said rules,-

(i) in sub-rule (1), for the existing expression “Commission" wherever occurring, the expression "Commission/Appointing Authority, as the case may be," shall be substituted.

(ii) in sub-rule (1) for the existing expression "them" or "they" wherever occurring, the expression "them/it" or "they/it" shall be substituted respectively.

(iii) in sub-rule (2), for the existing expression “Commission”, the expression “Commission/Appointing Authority, as the case may be,” shall be substituted

(iv) in sub-rule (2) for the existing expression "them" or "they" wherever occurring the expression "them/it" or "they/it" shall be substituted respectively.

8. Substitution of rule 24.- The existing rule 24 of the said rules shall be substituted by the following, namely:-

"24. Minimum qualifying marks.- Candidates who obtain a minimum of 40% marks in the aggregate for the written examination/ speed test shall be considered to have obtained qualifying marks at the written examination/ speed test, as the case may be, but the minimum qualifying marks in the written examination/ speed test for the candidates belonging to Scheduled Castes/Scheduled Tribes, shall be 36%. The Commission/Appointing Authority may in their/its discretion award grace marks upto one in each paper and upto three in the aggregate."

9. Amendment of rule 25.- In rule 25 of the said rules,-

(i) for the existing marginal heading “**Recommendations of the Commission**”, the marginal heading “**Recommendations of the Commission/Appointing Authority**” shall be substituted.

(ii) in sub-rule (1), for the existing expression “Commission" the expression “Commission/Appointing Authority, as the case may be," shall be substituted.

(iii) in sub-rule (1) for the existing expression "they" the expression "they/it" shall be substituted.

(iv) in sub-rule (2), for the existing expression "Commission" wherever occurring the expression "Commission/Appointing Authority, as the case may be," shall be substituted.

10. Amendment of rule 26.- In rule 26 of the said rules,-

(i) in sub-rule (1) for the existing expression “Commission" wherever occurring the expression “Commission/Appointing Authority, as the case may be," shall be substituted.

(ii) in sub-rule (1) for the existing expression "their" the expression "their/its" shall be substituted.

(iii) in sub-rule (2), for the existing expression "Commission" the expression "Commission/ Appointing Authority, as the case may be," shall be substituted.

(iv) in sub-rule (3), for the existing expression “Commission” wherever occurring, the expression “Commission/Appointing Authority, as the case may be,” shall be substituted.

11. Amendment of rule 28.- In rule 28 of the said rules,-

(i) in sub-rule (1) for the existing expression “Commission”, wherever occurring, the expression “Commission/Appointing Authority, as the case may be,” shall be substituted.

(ii) in sub-rule (2) for the existing expression "Commission", the expression "Commission/Appointing Authority, as the case may be," shall be substituted.

12. Amendment of Schedule-I.- In Schedule-I, appended to the said rules,-

(i) the existing entries in column number 5 against the serial number 3 shall be substituted by the following, namely:-

“(1) M.C.A./B.E/B. Tech. in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.

OR

M.Tech. degree in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.

OR

M.B.A. (IT) from a University established by law in India or a

qualification recognized as equivalent thereto by the Government.

AND

(2) 5 years' post qualification work experience in System Designing, System Development, Programming in JAVA/Dot Net/VB/J2EE,System Management in a Government Organization/ Government undertakings/ Public Limited/ Private Limited companies:

Provided that in case sufficient number of candidates possessing prescribed experiences are not available the condition in regard to experience may be relaxed to the extent of three years."

(ii) after the existing serial number 3 and entries thereto the following new serial number 4 and entries thereto shall be added, namely:-

"

4.	Programmer	60%	40%	(1) M.C.A./B.E./B.Tech./M.Sc. in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government. OR M.Tech. degree in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government. OR M.B.A. (IT) from a University established by law in India or a qualification recognized as equivalent thereto by the Government. AND (2) 2 years' post qualification work experience in programming in JAVA/Dot Net/VB/J2EE in a Government Organization/ Government undertaking/ Public Limited/Private Limited Company:	Assistant Programmer	5 years' experience on the post mentioned in column 6	

				Provided that in case sufficient number of candidates possessing prescribed experiences are not available the condition in regard to experience may be relaxed to the extent of one year.			

"

13. Amendment of Schedule-II.- In Schedule-II, appended to the said rules,-

(i) the existing serial number 1 and entries thereto shall be deleted.

(ii) the existing serial number 2 and 3 shall be renumbered as serial number 1 and 2, respectively.

(iii) the existing entries in column number 5 against serial number 1, so renumbered, shall be substituted by the following, namely:-

"(1) Graduate with Computer Science or Electronics and Communication or Information Technology from a University established by law in India.

OR

3 years' Diploma in Computer Application from a Institution recognized by the Government.

OR

Graduate from a University established by law in India with "A" Level Certificate course conducted by the DOEACC under the control of Department of Electronics, Government of India.

AND

(2) 2 years' working experience of computer operations in a Government Organization/ Government undertakings/ Public Limited/ Private Limited company."

14. Amendment of Schedule-III.- The existing Schedule-III, appended to the said rules, shall be substituted by the following, namely:-

"SCHEDULE-III

(See Rule 18)

SYLLABUS FOR COMPETITIVE EXAMINATION FOR

DIRECT RECRUITMENT TO THE POST OF

ANALYST-CUM-PROGRAMMER

A candidate must appear in all the papers. The marks and time allowed for each paper shall be as under:-

Name of Papers	**Marks**	**Time**
PAPER - I	100	2 Hours
PAPER - II	100	2 Hours

SCOPE OF PAPERS

Written Examination

Paper - I

Reasoning Test & Numerical Analysis & General Knowledge

Problem solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan.

Data Base Management Systems

ER Diagram, data models- Relational and Object Oriented databases.

Data Base Design: Conceptual data base design, Normalization Primitive and Composite data types, concept of physical and logical databases, data abstraction and data independence, data aggregation and Relational Algebra.

Application Development using SQL: Host Language interface, embedded SQL programming, Stored procedures and triggers and views, Constraints assertions.

Internal of RDBMS: Physical data organisation in sequential, indexed random and hashed files. Inverted and multilist structures, B trees, B+ trees, Query Optimisation, Join algorithm.

Transaction Processing, concurrency control and recovery management. Transaction model properties and state serialisability. Lock base protocols, two phase locking.

Different server multi user, multiprocess operating systems and requirement for client interfaces in distributed application environments.

Data Communication and Computer Networks

Computer Network Architecture, Circuit switching, Packet And Massage Switching, Network Structure. Physical Layer, Data Link Layer, Framing. Retransmission algorithms.

Multiple access and Aloha. CSMA/CD and Ethernet. High Speed LANs and topologies. Broadcast routing and spanning trees.

TCP/IP Stack. IP Networks and Internet. DNS and Firewalls. Intrusion Detection and Prevention.

Transport layer and TCP/IP. Network Management And Interoperability.

Paper - II

System Analysis and Design

System concept: Definition and characteristics, elements and boundaries, types of system development lifecycle, recognition of needs, feasibility study,

prototyping, role of system analyst.

System planning and tools like DFD, data dictionary, decision trees, structured analysis and decision tables.

IPO charts, structured walkthrough, input output form design, requirement and classification of forms, layout considerations form control, object oriented Design Concepts and methods.

Software Life Cycle, Software Engineering paradigms. System analysis: Feasibility study requirement analysis, Cost benefit analysis, Planning systems, Analysis tools and techniques.

System Design: design fundamentals, Modular Design, Data and procedural design, object oriented design.

System Development: Code documentation, Program design paradigms, Efficiency Consideration.

Verification, Validation and Testing: testing methods, Formal Program Verification, Testing Strategies.

Software Maintenance: Maintenance Characteristics, Maintainability, Maintenance tasks and side effects.

Software Project Management

Software Project Management Concept: The Management Spectrum, People, Product, Process & Project.

Software Process & Project Matrix: Software Measurement Size Oriented Matrixes, Function Oriented Matrices.

Software Project Planning: Objectives, Decomposition Techniques, Empirical Estimation Model.

Risk Analysis and Management: Risk Identification, Projection, Risk Identification, Projection, Risk Refinement, Risk Monitoring And Management.

Project Scheduling & Tracking, Software Quality Assurance, Software Configuration Management.

Note for general guidance:

(i) The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Questions of question paper of examination may be of multiple choice type or descriptive type or both types.

(v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive questions of the examination paper(s)."

15. Amendment of Schedule-IV.- The existing Schedule-IV, appended to the said rules, shall be substituted by the following, namely :-

"SCHEDULE- IV

(See Rule 18)

SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO THE POST OF PROGRAMMER

A candidate must appear in all the papers. The marks and time allowed for each Paper shall be as under:-

Name of Papers	**Marks**	**Time**
Paper - I	100	2 Hours
Paper - II	100	2 Hours

SCOPE OF PAPERS

Written Examination

PAPER - I

Reasoning Test & Numerical Analysis & General Knowledge

Problem solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan.

Data Base Management Systems

ER Diagram, data models- Relational and Object Oriented databases. Data Base Design: Conceptual data base design, Normalization Primitive and Composite data types, concept of physical and logical databases, data abstraction and data independence, data aggregation and Relational Algebra.

Application Development using SQL: Host Language interface, embedded SQL programming, Stored procedures and triggers and views, Constraints assertions.

Internal of RDBMS: Physical data organisation in sequential, indexed random and hashed files. Inverted and multilist structures, B trees, B+ trees, Query Optimisation, Join algorithm.

Transaction Processing, concurrency control and recovery management. Transaction model properties and state serialisability. Lock base protocols, two phase locking.

Data Communication and Computer Networks

Computer Network Architecture, Circuit switching, Packet And Massage Switching, Network Structure. Physical Layer, Data Link Layer, Framing. Retransmission algorithms.

Multiple access and Aloha. CSMA/CD and Ethernet. High Speed LANs and topologies. Broadcast routing and spanning trees.

TCP/IP Stack. IP Networks and Internet. DNS and Firewalls. Intrusion Detection and Prevention.

Transport layer and TCP/IP. Network Management And Interoperability.

PAPER - II

System Analysis and Design

System concept: Definition and characteristics, elements and boundaries, types of system development lifecycle, recognition of needs, feasibility study, prototyping, role of system analyst.

System planning and tools like DFD, data dictionary, decision trees, structured analysis and decision tables.

IPO charts, structured walkthrough, input output form design, requirement and classification of forms, layout considerations form control, object oriented Design Concepts and methods.

Software Life Cycle, Software Engineering paradigms.

System analysis: Feasibility study requirement analysis, Cost benefit analysis, Planning systems, Analysis tools and techniques.

System Design: design fundamentals, Modular Design, Data and procedural design, object oriented design.

System Development: Code documentation, Program design paradigms, Efficiency Consideration.

Verification, Validation and Testing: testing methods, Formal Program Verification, Testing Strategies.

Software Maintenance: Maintenance Characteristics, Maintainability, Maintenance tasks and side effects.

Programming Concepts

Introduction: Internet, Java as a tool for internet applications, Byte Code and its advantages.

Object Oriented Programming and Design: Review of Abstraction, Objects

and other basics, Encapsulation, Information hiding, Method, Signature, Classes and Instances, Polymorphism, Inheritance, Exceptions and Exception Handling with reference to object modeling, Coupling and Cohesion in object oriented software. Object Oriented Design – Process, Exploration and Analysis.

Java Programming Basics: Variables and assignments, Input and Output, Data Types and Expressions, Flow of control, Local variables, Overloading Parameter passing, this pointer, Java Object Oriented Concepts: Use of file for I/O, Formatting output with stream functions, Character I/O, Inheritance, Public and private members, Constructors for initializations, Derived classes, Flow of Control Arrays-Programming with arrays, arrays of classes, arrays as function arguments, Strings, Multidimensional arrays, Arrays of strings, vectors, Base classes.

Introduction to JSP, RMI, Java Applets and servlets.

Introduction to DotNet framework and visual programming interface.

Note for general guidance:

(i) The standard of the paper will be that of a degree examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Questions of question paper of examination may be of multiple choice type or descriptive type or both types.

(v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive questions of the examination paper(s)."

16. Amendment of Schedule-V.- The existing Schedule-V, appended to the said rules, shall be substituted by the following, namely :-

"SCHEDULE-V

(See Rule 18)

SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO THE POST OF ASSISTANT PROGRAMMER

A candidate must appear in all the papers. The marks and time allowed for each Paper shall be as under:-

Name of Papers	**Marks**	**Time**
i) Aptitude Test and General Awareness in Information Technology	100	2 Hours
ii) Information Technology Concepts	100	2 Hours

SCOPE OF PAPERS

Written Examination

Paper-I

Aptitude Test and General Awareness in Information Technology (Computers)

Problem Solving, Data Interpretation, Data Sufficiency, Logical Reasoning and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan, Major developments in the field of Information Technology.

Paper-II

Information Technology Concepts

Overview of the Computer System, Computer Application and Organizations, Anatomy of a Computer, Representation of Data (Digital versus Analog, Digital Number System) Operating System (Windows, UNIX, LINUX), Word Processing (MS-Word), Spread Sheet Software (MS-Excel), Presentation Software (MS Power Point) and IT in Society.

Introduction/Basics of all Operating System, UNIX and Shell Programming,

Operating System Concepts, File Systems, Process Management, File Attributes, VI Editors.

DBMS (MS-Access), Knowledge of Business Data Processing, Concepts of files, Principles and Programming Techniques, Visual Foxpro and Business Applications, RDBMS (SQL), Data Base Architecture and Modeling, Entity Relationship Model, Relational Model, Backup & Recovery.

Introduction of Internet Technology and Protocol, LAN, MAN, WAN, Introduction to TCP/IP, World Wide Web Browsers, e-mail, File Transfer

Protocol, Telnet, Web publishing, HTML Interactivity Tools, Multimedia and Graphics, Internet Security Management Concepts (Firewalls), Voice Mail and Video Conferencing, Introduction to e-Commerce, Creating & Maintaining Websites.

Algorithms for Problem Solving, Introduction to C Language, Programming in C and C++, Conditions and Loops Arrays, Functions.

Introduction, System Analysis, System Development Cycle, System Planning, Modular & Structured Design, System Design and Modeling, Administering File Systems

Elementary Knowledge:

Object Oriented Programming (OOPs) in Visual Basic and JAVA Programming Elements, Integrated Development Environment, Working with Forms, Basic Active X Controls, Graphics with VB, Multiple Document Interface, Error Handling, Initials of Programming with VB, Windows API and DLLs, Computer Architecture, Basic Component Organization, Introduction & Applications of Computer Graphics, Graphics Devices, 3-D Graphics, Animation.

Note for general guidance:

(i) The standard of the paper will be that of a Degree Examination of a University established by law in India. A brief outline of the scope of each paper is given in this Schedule for general guidance of candidates but is not intended to be exhaustive.

(ii) All papers unless specifically required, shall be answered either in English or in Hindi, but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English unless specifically allowed to do so.

(iii) If a candidate's hand-writing is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Questions of question paper of examination may be of multiple choice type or descriptive type or both types.

(v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all descriptive questions of the examination paper(s)."

17. Amendment of Schedule-VI.- In the existing "Note for general guidance" of Schedule- VI, appended to the said rules,-

(i) the existing note 4 shall be re-numbered as note 5.

(ii) after the existing note 3 and before the note 5, so re-numbered, the following new note 4 shall be inserted, namely:-.

"4. Questions of question paper of examination may be of multiple choice type or descriptive type or both types."

(iii) In the note 5, so re-numbered, for the existing expression "descriptive papers of the examination", the expression "descriptive questions of the examination paper(s)" shall be substituted.

By Order and in the name of the Governor

Sd/-

(Nalini Kathotia)
Deputy Secretary to the Government