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Rajasthan Service Rules
GENERAL CONDITIONS
OF SERVICE

PROVISIONS:

- **Rajasthan Service Rules, 1951, Vol.I Part II Chapter 3 Rules from 8 to 23**
- **Age on First Appointment (Rule 8)**
- **Medical Certificate (Rule 9 to 12)**
- **Fundamental Conditions of Service (Rule 13,14)**
- **Lien (Rule 15 to 19)**
- **Transfer of Government Servant (Rule 20)**
- **Change of Name**
- **Joining on First Appointment**

PROVISIONS:

- Probationer-Trainee (Rule 8)
- Pay and Allowances on First Appointment
- Bond (Rule 22A(2))
- Leave at a time (Rule 23 (1) (2))
- Termination of Services (Rule 23-A(1))
- Resignation (Rule 23)

AGE ON FIRST APPOINTMENT:

- **Minimum – 16 Years and Maximum 33 Years, 35 Years *w.e.f.* 24 May 2004 (F.1(6)FD/Rules/98 dated 24.5.2004)**
- **21 Years for Lecturer (School Education) through Direct Recruitment**
Exceptions:
- **Persons below 18 should not be appointed to posts for which security is required.**

AGE ON FIRST APPOINTMENT:

Relaxations in Upper Age Limit:

- Women - 40 Years (42 Years)
- SC/ST - +5 Years
- Reservists of IAF - 50 Years
- Pujari in Devasthan- 45 Years
- OBC in RAS Exam.- 35 Years
- OBC - 2 Years

DATE OF BIRTH IN RECORD:

- **Final Date of Birth accepted on 1.1.1979.**
- **No Change but now change with the approval of FD RSR (8)(A)(2)(a) substituted, vide Finance (Rules Division) Department Notification No. F.1(2)FD/Rules/2004 Dated 30-4-2007**
- **After 1.1.1979, High/Secondary/Higher Secondary School Certificate or Board of Education.**
- **If minimum qualification is below Secondary/ Higher Secondary or equivalent, Date of Birth issued by the municipality or Panchayat or School according to entry made.**

DATE OF BIRTH IN RECORD:

- In case of non availability of record, date of birth declared by the applicant
- If not known and unable to state the year of birth, procedure laid down in Rule 132 of GF&AR : If he tells Year/Month, 1 July/16 of the month. If he tells approx. age Number of Years representing his age-Date of Appointment=Date of Birth
- Any change in DoB with the permission of FD and DoP.

MEDICAL CERTIFICATE:

- No person may be appointed to a post in Government Service without a medical certificate of health.(Rule 9)
- Form under Rule 10 signed by a Medical Officer of and above the ranks of a District Medical Officer.
- In case of woman, signed by a woman medical practitioner.
- A Woman may join Government Service during pregnancy. In case she does not join, she may get an extension in joining time up to 9 months on the recommendation of a competent Medical Officer. (Order No. F.15(1)Karmik / Ka-2/74 dated 16.8.2005)

MEDICAL CERTIFICATE:

Exempted from production of M.C.:-

- Recruited through a competitive examination
- In superior service appointed in a temporary vacancy of less than 3 months duration.
- Class IV appointed in a temporary vacancy of less than 6 months duration.
- A temporary Government Servants who has been medically examined in one office and transferred to another office without a break in service.
- A retired Government Servant re-employed immediately after retirement.
- A physically handicapped Government Servant

PROBATIONER-TRAINEE:

- **A Person appointed through direct recruitment against a clear vacancy in the cadre of service and placed under training on fixed remuneration for a period of 2 Years or extended period, if any.**

(RSR Rule 7(30A))

(Finance (Rules) Department

Notification No. F1(2)FD/Rules/ 2006 dated 13-03-2006)

PROBATIONER-TRAINEE:

- All appointments in Government service on or after 20-1-2006 shall be made as a Probationer-Trainee for a period of 2 Years (Rule 8 A)
- He/She will be paid fixed remuneration at such rates as may be prescribed by the Government from time to time.
- After successful completion of probation training he/she will be allowed minimum pay in the pay scale of the post and the period of probation training shall not count for grant of annual grade increments.

PROBATIONER-TRAINEE:

- After successful completion of probation training his/her pay shall be fixed under the provisions of Rule 24 (1) Proviso
- He/She shall not earn annual grade increments for the period of probation training (Rule 27C)
- He/She shall earn no leave during the period of probation (Rule 122A (i))
- Female probationer-trainee shall be granted maternity leave as per Rule 103 and 104.

PROBATIONER-TRAINEE:

- Provisions of Medi-claim Insurance coverage shall be applicable to the probationer-trainee

[FD Order No. F.6(6)FD(Rules)/2005 dated 13-03-2006]

- The provisions of grant of 'senior scale' and 'selection scale' shall not be applicable to the Government Servants appointed on or after 20-1-2006
- Provisions of Rajasthan Civil Services (Contributory Pension) Rules, 2005 shall be applicable to Probationer Trainee appointed on fixed remuneration (Rule 2(f) of Rules)

PROBATIONER-TRAINEE:

- Provisions of Selection grades for employees in Class IV, Ministerial and Subordinate Services and those holding isolated posts shall not be applicable to the Government Servants who are appointed through direct recruitment on or after 20-1-2006.

[FD Order No. F.16(6)FD(Rules)/98 dated 13-03-2006]

PROBATIONER-TRAINEE:

- He/She shall not be entitled to Special Pay, Dearness Pay, Dearness Allowance, Non Practicing Allowance, Non-Clinical Allowance, Rural Allowance, Project Allowance, Mess Allowance, Washing Allowance or any other allowance(s) called by whatever name.

PROBATIONER-TRAINEE:

- He/She will not be eligible for grant of *ad-hoc* Bonus and uniform/liveries except wearing of uniform is a legal compulsion under the Rules.
- No Travelling Allowance shall be admissible for joining as a probationer-trainee. In case of journey on duty, he/she shall be allowed TA as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.

PROBATIONER-TRAINEE:

- **No deduction towards General Provident Fund and State Insurance shall be made from the fixed remuneration.**
- **RPMF is not applicable after 1.1.2004.**
- **He/She shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis on completed months.**

PROBATIONER-TRAINEE:

- A Female Probationer Trainee is entitled to get Maternity Leave of 180 days as per rule 103 and 104 read with Rule 122 A (1) of RSR.
- No deputation allowance shall be admissible to a probationer-trainee, if deputed to “foreign service” for training.
- Probation period shall be extended if more than 3 months extra ordinary leave is availed.
- Government accommodation may be provided to a probationer trainee
- No deduction will be made from the fixed pay for pension contribution.

FUNDAMENTAL CONDITIONS:

- **The whole-time of a Government Servant is at the disposal of the Government and he may be employed in any manner required by proper authority, without claim for additional remuneration. (Rule 13)**
- **Two or more Government Servants cannot be appointed substantively to the same permanent post at the same time. (Rule 14a)**

FUNDAMENTAL CONDITIONS:

- **A Government Servant cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time. (Rule 14b)**
- **A Government Servant cannot be appointed substantively to a post on which another Government Servant holds a lien. (Rule 14c)**

LIEN:

- **A Government Servant on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.**
- **May be suspended (Rule 17) or terminated (Rule 19).**
- **A Government Servant retains a lien on that post while- (1) performing his duties of that post (2) on foreign service (3) joining time (4) On leave (5) under suspension.**

SUSPENSION OF LIEN:

- *Government shall suspend the lien of Government Servant on a permanent post which he holds substantively if he is appointed in a substantive capacity-*
 - *to a tenure post;*
 - *previously to a post on which another Government servant would hold a lien, had his lien not been suspended under this rule*

TERMINATION OF LIEN:

- **A Government Servant's lien on a post stands terminated on his acquiring a lien on a permanent post (whether under the Government or Central/other State Government) outside the cadre on which he is borne.**

TRANSFER OF LIEN:

- **Government may transfer to another permanent post in the same cadre, the lien of a Government Servant who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.**

TRANSFER:

- **Government may transfer a Government Servant from one post to another**
 - **On his written request ;**
 - **On account of inefficiency or misbehavior**
 - **For the sake of Administrative convenience**

RESIGNATION:

- **Appointing authority is competent to accept the resignation of the Government Servant.**
- **No notice is required from a permanent person**

RESIGNATION:

- **Circumstances should be considered under which resignation should be accepted.**
- **Competent authority should decide the dates with effect from which the resignation should become effective.**
- **When it becomes effective, the Government servant is relieved of his duties; he ceases to be in Government Service.**
- **No Dues Certificates should be obtained.**

RESIGNATION:

- A temporary Government Servant may be terminated from service as per Rule 23A.
- At any time by a Notice in writing given either by the Government servant to the appointing authority or vice versa.
- One month Notice is required. After 3 years service, 3 months notice.



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