

PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION

Jaipur, February 4, 1992

G.S.R. 46. - In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India, the Governor of the State of Rajasthan, after consultation with the Speaker of the Rajasthan Legislative Assembly, is pleased to make the following rules regulating the recruitment and conditions of service of persons appointed to the Secretariat staff of the Rajasthan Legislative Assembly, namely:-

THE RAJASTHAN LEGISLATIVE ASSEMBLY SECRETARIAT (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1992.

1. **Short title and commencement.** - (1) These Rules may be called the Rajasthan Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1992.
 (2) These Rules shall come into force from the date of publication in the Rajasthan, Rajpatra.
 (3) They shall apply to all employees of the Rajasthan Vidhan Sabha Secretariat and to all persons employed by it holding posts or lien on posts specified in the Schedule annexed to these Rules, except to:-
 - (i) Secretary and Special Secretary to the Rajasthan Legislative Assembly on transfer or deputation from Judicial Service Cadre.
 - (ii) Persons employed in the Rajasthan Legislative Assembly Secretariat on deputation from the Central Government or State Government or any Local Authority or any other Corporation or Institution on special terms and conditions or contract.
 - (iii) Employees engaged on casual or daily basis.
 - (iv) Employees engaged on consolidated pay during session.
2. **Definitions:** - In these Rules, unless the context otherwise requires:
 - (a) 'Appointing Authority' means the Speaker or any officer authorized by him in that behalf under Rule 7;
 - (b) 'Assembly' means the Rajasthan Legislative Assembly;
 - (c) 'Competitive examinations' means an examination or test, departmental or otherwise, prescribed for direct recruitment;
 - (d) 'Constitution' means the Constitution of India;
 - (e) 'Deputation' means the temporary loan of the service of an Officer in the Secretariat to any office outside the Secretariat or vice versa;
 - (f) 'Direct recruitment' means recruitment other than:
 - (i) by promotion, or
 - (ii) by deputation or transfer from other Services of the State;
 - (g) 'Experience' or 'service' 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 these Rules.

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.

- (h) 'Finance Department' means the Finance Department of the Government of Rajasthan;
- (i) 'Government' means the Government of Rajasthan and the State of Rajasthan.
- (j) 'Governor' means the Governor of Rajasthan;
- (k) 'Member of the Service' means a person appointed substantively under these Rules or under the Rule or Order in force prior to these Rules, to any post in any cadre of the Service and continuing to hold such post;
- (l) 'Qualifying examination' means any examination or test, departmental or otherwise, prescribed for purpose of probation or promotion;
- (m) 'Schedule' means the Schedule annexed to these Rules;
- (n) 'Secretariat' means the Assembly Secretariat;
- (o) 'Secretary' means the Secretary to the Assembly and includes Special Secretary or any person authorized to discharge the duties of the Secretary for the time being;
- (p) 'Service' shall include the Rajasthan Vidhan Sabha Secretariat Service, Rajasthan Vidhan Sabha Secretariat Subordinate Service, Rajasthan Vidhan Sabha Secretariat Ministerial Service and Rajasthan Vidhan Sabha Secretariat Class IV Service;
- (q) 'Session' means the period from the time the Assembly meets at the summons of the Governor to the time when it is prorogued by the Governor;
- (r) 'Sessional Staff' means the staff employed during the period two weeks prior to the Session and terminated one week after the prorogation of the House and getting consolidated pay as determined by the Speaker from time to time after consultation with the Finance Department;
- (s) 'Speaker' means the Speaker of the Rajasthan Legislative Assembly;
- (t) 'Special Board' means the Board consisting of Chief Minister, Rajasthan, Speaker of Rajasthan Legislative Assembly, Finance Minister, Rajasthan, Minister for Parliamentary Affairs Department and Deputy Speaker, Rajasthan Legislative Assembly;
- (u) Any other term or expression here in used and defined in any Rules made by the Government in relation to its Services has the meaning assigned to it in the said Rules.

3. **Strength and composition of the Secretariat-** (1) There shall be a separate Secretariat of the Assembly under the superintendence and control of the Speaker.
 (2) There shall be in the Secretariat such number of permanent and temporary posts in different categories as may be determined by the Speaker from time to time in consultation with the Finance Department.
4. **Method of recruitment.-** (1) Recruitment to a post or class of posts may be made by any of the following methods, namely:-
 (a) by promotion of a person employed in the Secretariat as per conditions mentioned in the Schedule;
 (b) by transfer or deputation of a person serving outside the Secretariat in connection with the affairs of the Union or of a State or Statutory body;
 (c) by direct recruitment.
 (2) The Speaker may, by order, from time to time, add, amend or alter the schedule by specifying the class of officers who, and the conditions subject to which they shall be eligible for such recruitment and promotion:

Provided that such addition, alteration or amendment shall not reduce the minimum basic qualifications embodied in the Schedule for recruitment or promotion to a post.

5. **Qualifications, experience and other conditions for appointment /promotion.-** (1) Direct recruitment to the service shall be made in accordance with the procedure prescribed in the Schedule.
 (2) Selection for promotion to the post shall be made in accordance with the procedure prescribed in the schedule.

6. **Determination of Vacancies.**- (1) Subject to the provisions of these Rules, the appointing authority shall determine every year, on 1st of April, the number of existing vacancies and those anticipated during the financial year and the number of persons likely to be appointed to the Service by each method.
 (2) The appointing authority shall also determine the corresponding vacancies of earlier years, if any, year wise, which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in accordance with sub-rule(1).
7. **Appointing Authority.** - (1) Appointment to the post of Secretary and Special Secretary shall be made by the Speaker with the approval of the Governor.
 (2) All appointments to posts other than those of Secretary and Special Secretary shall be made by the Speaker.
 Provided that the Speaker may, by general or special order, delegate to the Secretary or any other officer of the secretariat his power to make appointments to any post or class of posts specified in such order, being post others than gazetted posts.
8. **Probation.** - (1) Every person appointed to a permanent post by direct recruitment with a view to his eventual substantive appointment to that post, shall be on probation for a period of two years:
 Provided that the Speaker or the Secretary may, by order, extend the period of probation for not more than one year in the case of any person appointed by him to any post.
 (2) In the event of probationer work being not found satisfactory during the probation period or extended probation period, his services shall be terminated.
9. **Pay, Allowances and other conditions of service.**- (1) The Secretary, Special Secretary appointed by direct recruitment, and other gazetted officers and members of the subordinate, Ministerial and Class IV establishment shall draw such pay and allowances as the Speaker may, from time to time, determine after consultation with the Finance Department.
 (2) Other conditions of their service, such as age of recruitment, age of superannuation, leave, gratuity, pension and the like shall be those applicable to persons holding corresponding appointments in the Government Secretariat, subject to such modification, variation or exception, if any, in such rules, as the Speaker may, after consultation with the Finance Department, by order, from time to time, specify.
 (3) In the event of any proposal involving financial implications being not acceptable to the Finance Department, the matter shall be submitted by the Secretary Assembly to the Special Board along with the note received from the Finance Department, and the decision taken by the Special Board shall immediately be complied with by the Government and the Assembly Secretariat.
 (4) Notwithstanding anything contained in the these Rules or Rajasthan Service Rules, any employee of the Assembly Secretariat may be retained in the service after the date of his retirement on attaining the age of superannuation with the sanction of the Speaker on grounds which must be recorded in writing, but he shall not be kept in service after his attaining the age of 62 years in the case of Class IV employee and 60 years in other cases.
10. **Relaxation in exceptional cases-** Where the Speaker is satisfied that the operation of any rule or provision in the matter of conditions of service of an employee causes undue hardship in any particular case, the Speaker may, after consultation with the Finance Department , by order dispense with or relax the requirements of that rule or provision to such extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.

11. **Conditions of service of officers on deputation to the secretariat.** - subject to such conditions and to such extent as may be determined by the speaker, after consultation with the Finance Department, an officer, while on deputation to the Secretariat, may be permitted to retain any terms and conditions of service to which he may be entitled immediately before his deputation to the Secretariat, provided he was holding corresponding and equivalent post before coming on deputation.
12. **Disciplinary control and punishing authority.**- (1) Subject to overall control and superintendence of the Speaker, the disciplinary control and punishment power shall vest:-
- (a) in the Speaker in respect of Secretary, special Secretary and other members of services included in Schedule to these Rules under the caption 'Rajasthan Vidhan Sabha Secretariat Service',
 - (b) in the Secretary in respect of members of subordinate, ministerial and class IV establishment.
- (2) Except for the matters, for which provision has already been made in these Rules, the Rajasthan Civil Services (Classification, Control and Appeal) Rules, as amended from time to time, shall apply mutatis mutandis, to persons employed in the Assembly Secretariat:

Provided that the consultation of Rajasthan Public Service Commission shall not be required to follow the procedure contained in the aforesaid rules.

- (3) Any of the penalties prescribed in rule 14 of the aforesaid rules may be imposed:
 - (a) on members of services included in Schedule to these Rules under the caption 'Rajasthan Vidhan Sabha Secretariat Service' by the Speaker, and
 - (b) on any member of the subordinate, ministerial or class IV establishment, by the Secretary .
13. **Disciplinary action against an officer on deputation to the Secretariat.**- If, in the case of an officer on deputation to the Secretariat and without prejudice to the provisions of the foregoing rule, the Speaker or the Secretary or any other officer, as the case may be, is of the opinion that any of the penalties referred to in rule 14 of the Rajasthan Civil Services (Classification, Control and Appeal) Rules should be imposed upon the said officer, his services shall be re-placed at the disposal of the lending authority and the relevant papers connected with the inquiry, if any held, shall be sent to that authority. Final orders in the disciplinary matter shall be passed by the lending authority, which shall forward a copy thereof to the Assembly Secretariat.
14. **Appeal.**- (1) Every officer shall have a right to appeal to the Speaker against any order passed originally or on appeal by the Secretary, imposing or confirming any penalty specified in rule 14 of the Rajasthan Civil Service (Classification, Control and Appeal) Rules, or placing an employee under suspension:

Provided that if an employee is placed under suspension under orders of the Speaker, such an employee shall have a right to file representation in writing for re-consideration of the order, with the Speaker:

Provided further that where an order is passed originally by any authority subordinate to the Secretary, an appeal against such order shall lie to the Secretary.

(2) The orders of the Speaker, whether passed originally or on appeal, shall be final:

Provided that the Speaker may, of his own motion or on application, revise or rescind any orders passed by him under this rule.

(3) No appeal shall be entertained under this rule unless it is submitted within a period of three months from the date on which the appellant received a copy of the order complained against.

15. **Conditions governing sessional staff.** - Notwithstanding anything contained in rule 1, the strength or sessional staff and its consolidated pay will be such as may be determined by the Speaker after consultation with the Finance Department.
16. **Seniority.** - Seniority of person appointed to the lowest post of the service 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, seniority shall be determined from the date of their regular selection to such posts.
17. **Reservations.**- Nothing in these Rules shall affect reservations and other concessions required to be provided for scheduled castes and scheduled tribes and other special categories of persons in accordance with the orders issued from time to time in that regard by the State Government.
18. **Transaction of business.**-The Speaker may, from time to time, by general or special order, provide for the convenient and efficient transaction of business arising out of the administration of these Rules and the procedure to be followed for the purpose:

Provided that such order may also specify the matter or class of matters which shall be brought to the personal notice of the Speaker before any orders are issued.

19. **Residuary powers.**- Subject to the provisions of sub-rule(2) of rule 9, all matters not specifically provided for in these Rules, whether incidental or ancillary to the provisions of these Rules or otherwise, shall be regulated in accordance with such orders as the Speaker may, from time to time, make in consultation with the Finance Department.
 20. **Interpretation.** - All questions relating to the interpretation of these Rules shall be referred to the Speaker, whose decision thereon shall be final;
- Provided that all questions relating to interpretation of rules 3,9,10,11,15,19, and the Schedule and any orders issued under these Rules after consultation with the Finance Department, shall be decided by the Speaker after consultation with the Finance Department.
21. **Conferment of Powers of Secretary.** - For the purpose of the administration of the Secretariat, the Secretary shall exercise all the powers of a Secretary to the Government, both financial and administrative, that have been or may hereafter be conferred by the State Government, or such powers as may be delegated to him by the Speaker under these Rules.
 22. **Repeal and Saving.** - Save as otherwise expressly provided in these Rules, all Rules corresponding to these Rules and in force immediately before the commencement of these Rules, are hereby repealed:

Provided that any order made or action taken under the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules.

SCHEDULE

S. No	Name of post	Method of recruitment and percentage	Minimum academic qualifications, experience for direct recruitment and qualifying service on next lower post and departmental test for promotion.	Next lower Post / posts to be held for promotion	Criterion for promotion	Remarks
1	2	3	4	5	6	7
RAJASTHAN VIDHAN SABHA SECRETARIAT SERVICE						
1	Secretary	(a) By deputation or transfer of an officer of Rajasthan Higher Judicial Services. Super time scale. (b) By direct recruitment	In case of direct recruitment to the post, the candidate must be a person who is a law graduate and must be practicing advocate / pleader of at least ten years standing should not be more than 40 years of age at the time of appointment. He should be particularly conversant with practice and procedure of a Legislative Assembly / Council of any State in India or Parliament of India, and must have good knowledge of Constitutional Law.	-----	-----	In case of direct recruitment, the post shall be filled in by inviting applications from eligible candidates and selection shall be made by a committee consisting of Speaker, Deputy Speaker and one more person to be nominated by the Speaker. If need be, the Speaker may cause an examination/ test to be conducted for judging suitability of the candidates for the post. The syllabus for the examination/ test shall be as may be prescribed by the Speaker.
2	Special Secretary	(a) By deputation or transfer of an officer of Rajasthan Higher Judicial Services. selection scale (b) By direct recruitment	In case of direct recruitment to the post, same qualifications, age and experience as in the case of Secretary, but the practice as an advocate/Pleader would be minimum seven years.	-----	-----	In case of direct recruitment, the post shall be filled by inviting applications from eligible candidates and selection shall be made by a Committee consisting of Speaker, Deputy Speaker and Secretary. If need be, the Speaker may cause an examination/ test to be conducted for judging suitability of the candidates for the post. The Syllabus for the examination/ test shall be as may be prescribed by the Speaker.

2A	Senior Deputy Secretary	100% by promotion	As prescribed for Senior Deputy Secretary in the Rajasthan Secretariat Service Rules, 1954, as amended from time to time.	Deputy Secretary	100% on the basis of Seniority cum Merit	Promotion to the post shall be made on the recommendations of a departmental promotion committee to be constituted by the Speaker. For the purpose of judging suitability for the post, the D.P.C. will consider the A.P.R.'s and other service record of incumbent.	
03	Deputy Secretary	100% by promotion	3years experience on the post mentioned in column 5.	Assistant Secretary/ Protocol Officer	On the basis of merit and Seniority cum merit in the proportion of 50:50	Promotion to the post shall made on the recommendations of a departmental promotion committee to be constituted by the Speaker. For the purpose of Judging suitability for the post the D.P.C. will consider the A.P.R.'s and other service record of incumbent.	
04	Senior Private Secretary to Hon'ble Speaker	100% by promotion	3years experience on the post mentioned in column 5.	Private Secretary	On the basis of merit and Seniority cum merit in the proportion of 50:50	Promotion to the post shall made on the recommendations of a departmental promotion committee to be constituted by the Speaker. For the purpose of Judging suitability for the post the D.P.C. will consider the A.P.R.'s and other service record of incumbent.	
05	Assistant Secretary	100% by promotion	3years experience on the post mentioned in column 5.	Section Officer.	On the basis of Seniority cum merit	Promotion to the post shall made on the recommendations of a departmental promotion committee to be constituted by the Speaker. For the purpose of Judging suitability for the post the D.P.C. will consider the A.P.R.'s and other service record of incumbent.	
06	Private Secretary	100% by promotion	3years experience on the post mentioned in column 5.	Additional Private Secretary	On the basis of Seniority cum merit	Promotion to the post shall made on the recommendations of a departmental promotion committee to be constituted by the Speaker. For the purpose of Judging suitability for the post the D.P.C. will consider the A.P.R.'s and other service record of incumbent.	
07	Section Officer	100% by promotion	2 years experience on the post mentioned in column 5	Assistant Section Officer	100% on the basis of seniority cum merit	Promotion to the post shall be made on the recommendation of a DPC to be constituted by the Speaker. For the purpose of judging suitability for the post the DPC will consider the APR's and other service record of the incumbent.	
08	Senior Personal	Deleted by Parliamentary Affairs Department Notification No. 8(3)Sansad/94 dated 20 May, 1997 w.e.f. 04.02.1992					

	Assistant	(Published in Rajasthan Gazette Extraordinary dated 24 May, 1997)				
09	Senior Library Officers	Deleted by Parliamentary Affairs Department Notification No. 8(3)Sansad/94 dated 20 May, 1997 w.e.f. 04.02.1992 (Published in Rajasthan Gazette Extraordinary dated 24 may, 1997)				
10	Library Officer	100% by promotion	5 years experience on the post mentioned in column 5	Deputy Librarian. If Deputy Librarian is not eligible and suitable for promotion to the post, the Assistant Research and Reference Officer with degree in library Science & 3 years experience shall be considered for promotion to the post of Library Officer	On the basis of merit and seniority cum merit in proportion of 50:50	Promotion to the post shall be made on the recommendation of a DPC to be constituted by the Speaker. For the purpose of judging suitability for the post the DPC will consider the A.P.R.'s and other service record of the incumbent.
11	Assistant Research and Reference Officer	100% by promotion	5 years experience on the post mentioned in column 5	Research Assistant	100% on the basis of seniority cum merit	Promotion to the post shall be made on the recommendation of a DPC to be constituted by the Speaker. For the purpose of judging suitability for the post, the DPC will consider the APR's and other service record of the incumbent.
12	Editor of Debates/ printing	100% by promotion	3 years experience on the post mentioned in column 5	Assistant Editor	On the basis of merit and seniority cum merit in proportion of 50:50	Promotion to the post shall be made on the recommendations of a DPC to be constituted by the Speaker. For the purpose of judging suitability for the post the DPC will consider the APR's and other service record of the incumbent.
13	Assistant Editor	100% by promotion	3years experience on the post	Senior Reporter	On the basis of	Promotion to the post shall made on the

	of Debates		mentioned in column 5.		merit and Seniority cum merit in the proportion of 50:50	recommendations of a departmental promotion committee to be constituted by the Speaker. For the purpose of Judging suitability for the post the D.P.C. will consider the A.P.R.'s and other service record of incumbent
14	Senior Reporter	100% by promotion	5 years experience on the post mentioned in column 5.	Reporter	On the basis of Seniority cum merit	Promotion to the post shall be made on the recommendations of a departmental promotion committee to be constituted by the Speaker. For the purpose of Judging suitability for the post the D.P.C. will consider the A.P.R.'s and other service record of incumbent
15	Reporter (Separate posts to be allocated for English & Hindi language Reporter)	100% by direct recruitment	1. Degree from a University established by law in India. 2. Speed of 140 wpm in Hindi/English shorthand and 50 w.p.m in typing in Hindi and English according to the language of the post.	--	--	The post shall be filled in by inviting applications from eligible candidates and selection shall be made on the basis of tests in shorthand and typewriting as prescribed in column 4 and interview.
16	Vidhi Rachana Adhikari	(a) 100% by promotion (b) In case non-availability of suitable persons by direct recruitment / transfer/ deputation.	(a) 5 years experience on the post mentioned in column 5 (b) In case of direct recruitment candidate must be a Law Graduate from any University established by law in India and must have had General English & Hindi as the subjects in the Degree Examination.	Varishtha Vidhi Rachanakar	On the basis of merit and seniority cum merit in proportion of 50:50	(a) Promotion to the post shall be made on the recommendations of a DPC to be constituted by the Speaker. For the purpose of judging suitability for the post the DPC will consider the A.P.R.'s and other service record of the incumbent. (b) In case of Direct Recruitment, the post shall be filled in by inviting applications from eligible candidates and Selection shall be made on the basis of examination (syllabus to be prescribed by the Speaker) and interview by a committee consisting of Secretary, Special Secretary and one more officer to be nominated by the Speaker.
17	Executive Officer	(a) By transfer or deputation (b) By direct recruitment	Post Graduate degree with good II nd. Division from any University in India. Note: Preference shall be given to a candidate having-	—	—	i. In case of selection through transfer or deputation, the selection shall be made by the Speaker from the list of qualified candidates, the terms of qualification being embodied incl.4.

			<p>(a) Ph. D. in Social Science, (b) Research experience in Social Science & (c) Proficiency in written and spoken English language.</p>			<p>ii. In case of non- availability of suitable candidates through transfer or deputation, The post may be filled in through the method of direct recruitment. In such a case, the post shall be filled in by inviting application from eligible candidates and selection shall be made by a Committee consisting of Speaker, Deputy Speaker and the Secretary. If need be, the Speaker may cause an examination/test to be conducted for judging suitability of the candidates for the post. The syllabus for the examination/test shall be as may be prescribed by the Speaker.</p>
17a	Chief Research and Reference Officer	100 % by promotion	3 years experience on the post mentioned in column 5	Research and Reference Officer	on the basis of merit and seniority cum merit in the proportion of 50:50	Promotion to the post shall be made on the recommendations of a DPC to be constituted by the Speaker for the purpose of judging suitability for the post the DPC will consider the APR's and other service record of the incumbent.
18	Research and Reference Officer	100 % by promotion	5 years experience on the post mentioned in column 5	Assistant Research and Reference Officer	on the basis of seniority cum merit	Promotion to the post shall be made on the recommendations of a DPC to be constituted by the Speaker for the purpose of judging suitability for the post the DPC will consider the APR's and other service record of the incumbent.
19	Varishtha Vidhi Rachnakar	<p>(a) 100 % by promotion (b) In case of non availability of suitable persons by direct recruitment/ transfer/ deputation.</p>	<p>(a) 5 years experience on the post mentioned in column 5 (b) In case of direct recruitment candidate must be a law Graduate from any University established by Law in India. (2 years course under the old scheme and 3 years course under the new scheme or a Bachelor of Law profession)</p>	Translator	on the basis of seniority cum merit	<p>(a) Promotion to the post shall be made on the recommendations of a DPC to be constituted by the Speaker. For the purpose of judging suitability for the post the DPC will consider the APR's and other service record of the incumbent. In case of Direct Recruitment, the post shall be filled in by inviting applications from eligible candidates and Selection shall be made on the basis of examination (syllabus to be prescribed</p>

			and must have had General English and Hindi as the subjects in the Gradation examination.			by the Speaker.) and interview by a committee consisting of Secretary, Special Secretary and one more officer to be nominated by the Speaker.
20	Marshal	(A) by direct recruitment or (B) by deputation or (C) by transfer	Graduate from any University established by law in India.	-----	-----	(a) In case of Direct Recruitment, the post shall be filled in by inviting applications from eligible candidates and Selection shall be made on the basis of examination (syllabus to be prescribed by the Speaker) and interview by a committee consisting of Secretary, Special Secretary and one more officer to be nominated by the Speaker. (b) In case of deputation or appointment by way of transfer the post shall be filled by a Dy. S.P. having not less than 5 years experience.
21	Assistant Marshal	(a) by transfer or deputation (b) by direct recruitment	(a) Graduate from any University established by law in India. (b) Police Inspector/Company Commander or officer of equivalent rank. (c) Maximum age not more than 40 years. (d) Preference shall be given to a candidate having 10 years experience in the Special Protection Group (S.P.G.)			(i) In case of selection through transfer or deputation, the selection shall be made by the Speaker from the list of eligible candidates, in terms of qualification mentioned in column no.4. (ii) In case of non- availability of suitable candidates through transfer or deputation, The post may be filled in by inviting applications from eligible candidates and selection shall be made by a Committee consisting of the Secretary, Special Secretary and one other Officer nominated by the Speaker. If need be, the Speaker may cause an examination/test to be conducted for judging suitability of the candidates for the post. The syllabus for the examination/test shall be as may be prescribed

						by the Speaker.
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RAJASTHAN VIDHAN SABHA SECRETARIAT SUBORDINATE SERVICE

1	Reference Assistant	100% by direct recruitment	Post graduate from any University established by Law in India. Or Law graduate from any University established by Law in India.	—	—	The post shall be filled in by inviting applications from eligible candidates and selection shall be made on the basis of examination (syllabus to be prescribed by the Speaker) and interview by a committee consisting of Secretary, Special Secretary and one more Officer to be nominated by the Speaker.
2	Library Assistant	100% by direct recruitment	Degree in Library Science from any University established by Law in India. 3 years experience of working in a library, preferable in a degree college library	-----	-----	The post shall be filled in by inviting applications from eligible candidates and selection shall be made on the basis of examination (syllabus to be prescribed by the Speaker) and interview by a committee consisting of Secretary, Special Secretary and one more Officer to be nominated by the Speaker.
3	Translator	100 % by direct recruitment	Law graduate of a University established by law in India and must have General English and Hindi as the subjects in B.A. Examination.	—	—	The post shall be filled in by inviting applications from eligible candidates and selection shall be made on the basis of examination (Syllabus to be prescribed by the Speaker) and Interview by a Committee consisting of Secretary, Special Secretary and one more officer to be nominated by the Speaker.
3a	Surksha Sahayak	100% by promotion.	5 years experience on the post mentioned in column 5	Guard	On the basis of seniority cum merit	Promotion to the post shall be made on the recommendations of a DPC to be constituted by the Speaker. For the purpose of judging suitability for the post, the DPC will consider the APR's and other service record of the incumbent.

5	Guard	100 % by direct recruitment	High School	--	--	On the basis of interview.
5A	Security Guard (Only for Ex-servicemen)	100 % by direct recruitment	Ex-servicemen only	--	--	The post shall be filled in by inviting Applications from eligible candidates and selection shall be made on the basis of interview.
6	Air-Conditioning plant Mechanic	100 % by direct recruitment	Diploma in Refrigeration from I.T.I. recognized by Government.	--	--	On the basis of interview.
7	Driver	50 % by direct recruitment and 50% by promotion.	VIII class pass. Heavy & Light vehicle driving license	Same as for direct recruit.	Class IV employee of Vidhan Sabha Sectt.	On the basis of Trade Test and interview.
8	Photo-copier	100 % by promotion	Competence in operating the photo- copying machine	--	Class IV employee of Vidhan Sabha Sectt	On the basis of interview.
9	Lift Mechanic	100% by direct recruitment	<ol style="list-style-type: none"> 1. VIII Class pass. 2. Wireman's certificate approved by the Electrical Inspector, Rajasthan or III Diploma in Mechanics. 3. Knowledge and experience of operating lift for at least 3 years in Government, Semi-Government or firms of repute. 4. No age limit for Vidhan Sabha employee. 	---	----	On the basic of interview

10	Deputy Librarian	(a) 100 % by promotion (b) In case of non-availability of suitable persons by direct recruitment/transfer/Deputation	(a) 3 years experience on the post mentioned in column 5 (b) In case of direct recruitment Degree in Library Science from any University established by Law in India. 3 years experience of working in a library, preferable in a degree college library.	Library Assistant	On the basis of seniority cum merit	(a) Promotion to the post shall be made on the recommendations of a DPC to be constituted by the Speaker for the purpose of judging suitability for the post, the DPC will consider the A.P.R.'s and other service record of the incumbent. (b) In case of direct recruitment the post shall be filled in by inviting applications from eligible candidates and selection shall be made on the basis of examination (syllabus to be prescribed by the Speaker) Interview by a committee consisting of Secretary, Special Secretary and one more officer to be nominated by the Speaker.
11	Photographer	100 % by direct recruitment	Graduate from any University established by Law in India & having 5 years experience of Photography. Preference will be given to those having Diploma in Photography.	—	—	The post shall be filled in by inviting applications from eligible candidates and selection shall be made on the basis of Interview by a committee consisting of Secretary, Special Secretary and one more officer to be nominated by the speaker.

Existing entry Sub Inspector at Sr. No. 4 deleted on 17.10.2014

New entry Surksha Sahayak at Sr. No. 3a added on 17.10.2014

RAJASTHAN VIDHAN SABHA SECRETARIAT MINISTERIAL SERVICE

01	Assistant Section Officer	100% by promotion	5 years experience on the post mentioned in column 5.	Clerk Grade-I	On the basis of Seniority cum merit	Promotion to the post shall made on the recommendations of a D.P.C. to be constituted by the Speaker. For the purpose of Judging suitability for the post the D.P.C. will consider the A.P.R.'s and other service record of incumbent
02	Clerk Grade-I	100% by promotion	3 years experience on the post mentioned in column 5	Clerk Grade-II / Telephone Operator	On the basis of Seniority cum merit	Promotion to the post shall be made on the recommendations of a DPC to be constituted by the

						Speaker. For the purpose of judging suitability for the post, the DPC will consider the A.P.Rs and other service record of the incumbent.
03	Clerk Grade-II/ Telephone Operator	85% by direct recruitment and 15% by promotion	(A) Graduate from any University established by Law in India. And (B) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. OR Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/ State Council of Vocational Training Scheme. OR Diploma in Computer Science/ Computer Applications from a University established by law in India or from an institution recognized by the Government. OR Diploma in Computer Science & Engineering from a Polytechnic Institution recognized by the Government. OR	Class IV employee of Rajasthan Vidhan Sabha Secretariat	On the basis of Seniority cum merit	The post shall be filled in by inviting applications from eligible candidates and selection shall be made on the basis of examination (syllabus to be prescribed by the Speaker) and interview by a committee consisting of Secretary, Special Secretary and one officer nominated by the speaker

			Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.”			
04	Telephone Operator	Deleted by Rajasthan Legislative assembly Secretariat Order No. 3(6)Estt./RLA/1991Part-II dated 14 March, 2008 w.e.f.01/04/2007(Published in Rajasthan Gazette Extraordinary dated 14 March, 2008)				
04.A	Additional Private Secretary	100% by promotion	3 years experience on the post mentioned in column 5	Personal Assistant	On the basis of Seniority cum merit	Promotion to the post shall be made on the recommendations of a DPC to be constituted by the Speaker. For the purpose of judging suitability for the post, the DPC will consider the APR's and other service record of the incumbent.
05	Personal Assistant	100% by promotion	5 years experience on the post mentioned in column 5.	Stenographer in Vidhan Sabha Secretariat	On the basis of Seniority cum merit	Promotion to the post shall be made on the recommendations of a D.P.C. to be constituted by the Speaker. For the purpose of Judging suitability for the post the D.P.C. will consider the A.P.R.'s and other service record of incumbent
06	Stenographer	50% by direct recruitment and 50% from amongst Clerk Grade-I/ Clerk Grade-II/ Telephone Operators in Rajasthan Legislative Assembly Secretariat	(A) (a) In case of direct recruitment candidate must be graduate from any University established by Law in India. (b) On the basis of competitive examination held with the speed of 100 w.p.m. in shorthand and 30 w.p.m. in typing on Computer. AND “O” or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics,			(a) In case of direct recruitment the Post shall be filled in by inviting applications from eligible candidates and selection shall be made on the basis of test in shorthand and typewriting as prescribed in the column 4. (b) In a particular year, if there is non availability of suitable person amongst Clerk Grade-I/Clerk Grade-II/ Telephone Operator post shall be filled up by direct recruitment.

			<p>Government of India. OR Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.</p> <p>OR Diploma in Computer Science/ Computer Applications from a University established by law in India or from an institution recognized by the Government.</p> <p>OR Diploma in Computer Science & Engineering from a Polytechnic Institution recognized by the Government.</p> <p>OR Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p> <p>(B) In case of selection from amongst staff the candidate must have been working</p>			
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			as Clerk Grade-I/Clerk Grade-II/ Telephone Operators in Rajasthan Vidhan Sabha Secretariat and must have passed the qualifying examination.			
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RAJASTHAN VIDHAN SABHA SECRETARIAT CLASS IV SERVICE

01	Machine man	100% promotion	by	--	Class IV servants of Vidhan Sabha Secretariat	Suitability for the post	On the basis of Test/interview.
02	Air Conditioning Plant Helper	100% promotion	by	--	--do--	--do--	--do--
03	Liftman	100% promotion	by	--	--do--	--do--	--do--
04	Jamadar/Library - Boy/Record Lifter/ Daftry	100% promotion	by	--	--do--	Seniority cum-merit.	---
05	Peon /Cycle-Sowars/Farrash/ Gardener/ Orderly/ Hammal/ Sweeper	100% by direct recruitment		V Class Pass.	--	--	On the basis of interview.