



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

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

Jaipur, Dated : 19.7.2017

NOTIFICATION

In exercise of the powers conferred by the proviso to the Article 309 of the Constitution of India, the Governor of Rajasthan in consultation with the High Court of Judicature for Rajasthan hereby makes the following rules further to amend the Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986, namely :-

1. Short title and commencement.-(1) These rules may be called the Rajasthan Subordinate Courts Ministerial Establishment (Amendment) Rules, 2017.

(2) They shall come into force with immediate effect.

2. Amendment.- In rule of the Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986, hereinafter referred to as the said rules :-

- (i) for the existing expression "Subordinate Courts" wherever occurring, the expression "District Courts" shall be substituted.
- (ii) for the existing expression "Senior Personal Assistant", "Personal Assistant" and "Stenographer" wherever occurring the expression "Stenographer Grade-I", "Stenographer Grade-II" and "Stenographer Grade-III" shall be substituted.

3. Amendment of rule 1.- In rule 1 of the said rules-

- (i) in the the existing sub-rule (i) for the existing expression "Rajasthan Subordinate Courts Ministerial Establishment Rules" the expression "Rajasthan District Courts Ministerial Establishment Rules" shall be substituted.
- (ii) the existing sub-rule (iii) shall be substituted by the following :-
“(iii) They shall apply to all persons appointed to District Courts Ministerial Establishment.”

4. Amendment in rule 5.- The existing sub-rule (ii) of rule 5 of the said rules shall be substituted by the following-



“(ii) The staff shall comprise of Stenographer cadre and general cadre consisting of one or more of the following categories of post shall be as indicated against each post :-

(A) Stenographer Cadre :

1.	Personal Assistant cum Executive Assistant for the courts of Principal District & Sessions Judges.
2.	Stenographer Grade-I for the courts of District & Sessions Judges and Additional District & Sessions Judges.
3.	Stenographer Grade-II for the courts of Senior Civil Judges and Additional Senior Civil Judges.
4.	Stenographer Grade-III for the courts of Civil Judges & Additional Civil Judges.

(B) General Cadre :

1.	Protocol Officer cum Administrative Officer
2.	Senior Munsarim
3.	Office Assistant
4.	Reader (a) Reader Grade I for the courts of District & Sessions Judges and Additional District & Sessions Judges. (b) Reader Grade II for the courts of Senior Civil Judges & Additional Senior Civil Judges. (c) Reader Grade III for the courts of Civil Judges and Additional Civil Judges.
5.	Clerk Grade-I (a) Senior Clerk (b) Head Copyist (c) Record Keeper (d) Civil Clerk, Criminal Clerk & Execution Clerk in the court of District & Sessions Judges & Additional District & Sessions Judges (e) Sales Amin-cum-Return Clerks,



	(f) Librarian and (g) Nazirs
6.	Clerk Grade-II (a) Civil Clerks (b) Criminal Clerks (c) Execution Clerks (d) Assistant Nazirs (e) Assistant Record Keepers (f) Inspection Clerks (g) Typists (h) Copyist (i) Hindi Typist-cum-copyist (j) Receipt and Dispatch Clerks and (k) Relieving Clerks
7.	Any other posts as may be sanctioned by the Government from time to time.

Explanation—In the first instance, all the Officials of respective judgeship shall be adjusted/merged/renamed in corresponding posts in accordance with the sanction of State Government made in compliance of recommendations of Shetty Commission in following manner-

STENOGRAPHER CADRE	
Existing posts which are to be merged/adjusted/renamed	Posts sanctioned by Government in compliance of recommendation of Shetty Commission in which existing posts are to be merged/adjusted/renamed and the manner in which the posts are to be filled.
	PA cum Executive Assistant for Court of Principal District & Sessions Judges (To be filled by promotion from Stenographer Grade-I)



Senior PA for the Courts of District & Sessions Judges and Personal Assistant for the Courts of Additional District & Sessions Judges	Stenographer Grade-I for the Courts of District & Sessions Judges & Additional District & Sessions Judges
Senior Most Stenographers for courts other than District & Sessions Judges and Additional District & Sessions Judges limited upto the number of CJM/ACJM Courts	Stenographer Grade-II for the courts of Senior Civil Judges & Additional Senior Civil Judges
Remaining Stenographers for courts other than District & Sessions Judges and Additional District & Sessions Judges	Stenographer Grade-III for the courts of Civil Judges & Additional Civil Judges

GENERAL CADRE

Existing posts which are to be merged/adjusted/renamed	Posts sanctioned by Government in compliance of recommendation of Shetty Commission in which existing posts are to be merged/adjusted/renamed and the manner in which the posts are to be filled.
	Protocol Officer cum Administrative Officer (To be filled by promotion from Senior Munsarim)
Munsarim/Senior Munsarim	Senior Munsarim
Assistant	Office Assistant
Senior most Readers for the Court of District & Sessions Judge and Additional District & Sessions Judge	Reader-I
Senior Most Upper Division Clerks and Readers for Courts other than District & Sessions Judge and Additional District & Sessions Judge limited upto the number of CJM/ACJM Courts	Reader-II

Remaining Upper Division Clerks and Readers for Courts other than District & Sessions Judge and Additional District & Sessions Judge	Reader-III/Clerk Grade-I
Lower Division Clerks	Clerk Grade-II

5. Amendment of rule 6.- The existing rule 6 of the said rules shall be substituted by the following :-

“Methods of recruitment.- (i) Recruitment to the staff after the commencement of these rules shall be made :-

(a) to the cadre of Stenographer :

- (i) as Stenographers Grade-III by direct recruitment,
- (ii) as Stenographers Grade-II by promotion from Stenographer Grade-III,
- (iii) as Stenographers Grade-I by promotion from Stenographers Grade-II
- (iv) Personal Assistant cum Executive Assistants for Principal District Judge by promotion from Stenographers Grade-I

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

(b) to the general cadre as Clerk Grade-II by a Competitive Examination :

Provided that 25% of the total number of vacancies of the Clerk Gr-II in each Judgeship shall be reserved for being filled in by promotion from amongst, the process server and class IV employees who have put in five years service in the Judgeship concerned and possess the academic qualification prescribed in these rules for the post of Clerk Grade-II in 1:2 (1 Process Server and 2 Class IV Employees);

(c) to other post in each Cadre by promotion within the Judgeship :-

Provided that a post in any cadre may also be filled by transfer of a person holding a post in another Judgeship corresponding to a post in the cadre concerned, with the concurrence of the District and Sessions Judge concerned and the approval of the



Rajasthan High Court. The High Court may also transfer any member of the District Courts Service from one judgeship to another or a member of the Ministerial or Class IV establishment of the High Court to the District Court Service of a Judgeship or a Member of the District Court Service to the Ministerial or Class IV establishment of the High Court.”

6. Amendment of rule 14.- The existing rule 14 of the said rules shall be substituted by the following :-

“14. Promotion :- (i) The posts in a Judgeship are ordinarily reserved for Clerks in that judgeship & promotion to higher post shall ordinarily be made from amongst them. If no suitable person is available in the Judgeship for promotion to a particular post, promotion may be made from another judgeship with the sanction of the High Court.

(ii) Selection for promotion to the posts of Clerk Grade-I & Reader Grade-III shall be made from the Clerk Grade-II on the basis of seniority-cum-merit.

Provided that the Clerk Grade-II shall not be considered for promotion to the next higher post or category of posts until he passes the Departmental Examination of Clerks conducted by the District & Sessions Judge in accordance with the syllabus & instructions given in Schedule-IV.

(iii) Selection to the post of Office Assistant shall be made from Clerk Grade-I on the basis of seniority-cum-merit.

Selection for promotion to the post of Reader Grade-II shall be made from amongst Reader Grade-III on the basis of seniority-cum-merit.

Selection for promotion to the post of Reader Grade-I shall be made from amongst Reader Grade-II on the basis of seniority-cum-merit.

(iv) No Stenographer Grade-III shall be promoted as Stenographer Grade-II unless he passes a speed test as provided in these rules, held by the Appointing Authority.

(v) Selection for promotion to the post of Senior Munsarim shall be made on the basis of merit alone. No person shall be appointed substantively as Senior Munsarim unless he has been in service for at least 10 years & during that period has held the post of Clerk Gr-1 or a higher post including that of Stenographer Grade-II & Stenographer Grade-III for at least five years and has passed the Departmental Examinations of Senior Munsarim according to the syllabus & instructions given in Schedule IV.



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

(vii) The zone of eligibility for promotion shall be five times the number of vacancies to be filled in on the basis of seniority-cum-merit or merit, as the case may be.

Provided that in case of non-availability of sufficient number of suitable persons for selection on the basis of merit, the appointing authority may at its direction consider persons of outstanding merit outside the zone of eligibility but falling within six times the number of vacancies to be filled in on the basis of merit.

(viii) Selection to the post of Personal Assistant-cum-Executive Assistant shall be by promotion only from Stenographer Grade-I on the basis of merit, unless he has worked as Stenographer Grade-I for a period of at least one year.

(ix) The Selection to the post of Protocol Officer-cum-Administrative Officer shall be made by the promotion from amongst Senior Munsarim on the basis of merit, unless he has worked as Munsarim/Senior Munsarim for a period of at least one year.

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

By Order and in the name of Governor

(Sunil Sharma)

Joint Secretary to the Government

