

**RAJASTHAN AGRICULTURAL UNIVERSITY: BIKANER**

**UNIVERSITY NON TEACHING EMPLOYEES**

**RECRUITMENT AND PROMOTION RULES**

APPROVED BY THE BOARD  
OF MANAGEMENT ON 28.09.1998

**RAJASTHAN AGRICULTURAL UNIVERSITY,  
BIKANER  
EMPLOYEES  
(NON TEACHING)  
RECRUITMENT AND PROMOTION RULES**

**RULE 1.**

These rules may be called the Rajasthan Agricultural University non-teaching staff recruitment and promotion rules.

**RULE 2.**

These rules shall apply to all the non teaching posts which may be classified as follows :

- (a) All the ministerial posts viz. LDC's, UDC's, Assistants, Section Officers, Stenographers, Personal Assistants etc.
- (b) All the posts of Accounts organisation viz. Junior Accountant, Accountants, Assistant Accounts Officer.
- (c) All the posts of technical nature viz. Sr. Technical Assistant, Technical Assistants, Asstt. Agriculture Officers, Farm Superintendents, Lab Assistants. Technicians, Mechanics, Operators including Pump Operators, Tracer, Draftsman, Junior Engineers. Workshop Assistants, Drafts Man, Tracers, Drivers and all other such posts who are not considered as teacher and officer.
- (d) All class IV posts by whatever designation like peons, plough man, sweepers, lab boys etc.

**RULE 3.**

All existing rules and orders in relation to matters covered by these rules, stands superseded but any action taken by or in pursuance of such existing rules and orders shall be deemed to have been taken under these rules.

**RULE 4.**

**DEFINITIONS**

In these rules unless there is any thing repugnant in the subject or context the following terms shall mean as follows:

- (a) "Appointing Authority" means Vice - Chancellor or any other authority who has been declared as appointing authority under Act & Statutes for certain category of posts.
- (b) "Direct recruitment" means recruitment otherwise than by promotion or absorption or transfer.
- (c) " Schedule" means a schedule appended to these rules.
- (d) "Substantive appointment" means an appointment made under the provisions of these rules after due selection by prescribed method of recruitment and includes an appointment made on probation or as probationer followed by confirmation on completion of the period of probation.
- (e) "Service or experience" Wherever prescribed under these rules as a condition of promotion from one post to another shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with these rules.
- (f) "Year" means the financial year.
- (g) The words not defined here but defined in the Rajasthan Agricultural University Act, statutes and service conditions made there under shall have the same meaning as assigned to them, in these enactments.

## **RULE 5. STAFF STRENGTH**

The strength of the staff shall be such as may be determined by the Board of Management (BOM) from time to time. The appointing authority shall have right to have unfilled or hold in abeyance any vacant post without thereby entitling to any person to compensation. The staff shall comprise of different cadre consisting of the following categories of posts, as may be discussed by BOM from time to time :

- (A) *Ministerial Staff:*
  - (1) Senior P.A.
  - (2) P.A. ( Personal Assistants)
  - (3) Stenographers
  - (4) Section Officers
  - (5) Assistants
  - (6) U.D.C. ( Upper Division Clerks)
  - (7) L.D.C. ( Lower Division Clerks)

(B) *Accounts staff*

- (1) AAO
- (2) Accountants
- (3) Junior Accountants

(C) *Technical Staff*

The engineering and technical staff cadre shall comprise of such posts as per details in the schedules.

(D) *Class IV Staff*

The strength of class IV shall be as may be determined by the BOM from time to time and shall include all such employees working in various units of the University.

## **RULE 6. METHOD OF RECRUITMENT**

(A) Recruitment of the posts shall be made by the appointing authorities as per rules as follows :

- (1) By direct Recruitment
- (2) By Promotions
- (3) By Transfer or by deputation

(B) The posts which are to be filled by direct recruitment and their manner of appointment have been laid down in the schedule appended to these rules.

(C) The posts which are to be filled by promotion have also been specified in the schedules attached to these rules together with the manner / procedure / qualifications / etc. required.

### **PART A**

Promotion shall be made from the incumbents who possess minimum qualifications and experience prescribed for the post.

## **(A) RECRUITMENT OF MINISTERIAL STAFF**

### **RULE 7**

As laid down under sub - section A of rule 5. The cadre of ministerial staff consists of the following posts :

- (1) Senior P. A.
- (2) P. A. (Personal Assistants)
- (3) Stenographers
- (4) Section Officers
- (5) Assistants
- (6) U.D.Cs.
- (7) L.D.Cs.

The recruitment to the posts of stenographers and LDC will be made by Direct recruitment and recruitment to others will be made by promotion except that in case of LDCs, 20% vacancies shall be filled by promotion from amongst regularly appointed class IV staff who have put 5 years service and who possess the academic qualifications prescribed for LDC on the basis of seniority cum merit. The Direct recruitment of LDCs and stenographers shall be made through competitive examination as prescribed under these rules. Each year or whenever required, university shall conduct an examination for these posts and shall prepare lists in order of merit and the appointments shall be made out of this list.

## **RULE 8. COMPETITIVE EXAMINATION FOR THE POST OF LOWER DIVISION CLERKS**

The competitive examination for the post of L.D.C. shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in compulsory papers shall be allowed to appear in optional paper.

Paper	Duration of Examination	Marks
Compulsory		
1. General Hindi	3 hours	100
2. General English	3 hours	100
Optional: The candidate shall offer any one of the following papers :		
1. Typewriting in Hindi / English		
(a) Speed test	10 Minutes	50
(b) Efficiency test	10 Minutes	50

The standard of the papers will be that of the secondary examination of the Board of Secondary Education and Scope of the papers will be as follows :-

- (1) General Hindi : This papers will include essay writing, letter writing precis writing, use of idioms and differences in pair of words.
- (2) General English : This papers will include essay writing, letter writing precis writing, use of idioms and differences in pair of words.
- (3) Type writing in Hindi : This examination will consists of a speed test and efficiency test. The minimum speed expected is 20 words per minute. The minimum pass marks in each test shall be 18 marks.
- (4) Type writing in English : This examination will consists of speed test and efficiency test. The minimum speed expected is 25 words per minute. The minimum pass marks in each test shall be 18 marks.

(5) The University may issue instructions to the examiners to make deductions in the marks assigned on account of bad hand writing,

(6) The University shall not recommend any candidate of any category who has failed to obtain 40% marks in compulsory papers and 35% in optional papers.

### **RULE 9 : COMPETITIVE EXAMINATION FOR STENOGRAPHERS :**

A Candidate for direct recruitment to the post of stenographer shall be required to pass either English stenography and type writing in English or Hindi Stenography and type writing in Hindi examination to be conducted by the university from time to time to fill in the vacancies. The competitive examination which for Stenographers will be held by the University shall include following papers :

- |     |   |           |
|-----|---|-----------|
| (1) | English Short Hand Test (the test shall consist of dictation of 100 words per minute)   | 100 Marks |
| (2) | English type writing Test (the test shall consist of speed test and efficiency test carrying 50 marks each. The speed shall be 40 words per minute) | 100 Marks |
| (3) | Hindi Shorthand Test (the test shall consist of dictation of 100 words per minute)  | 100 Marks |
| (4) | Hindi Type writing Test (the test shall consist of speed test and efficiency test carrying 50 marks each. The speed shall be 30 words per minute)   | 100 Marks |

The university after conducting the above examinations shall prepare merit list on the basis of marks obtained and the appointment to the vacant posts shall be made out of this list.

### **RULE 10.**

Appointment to other posts viz, UDC, Assistants, Section Officers, P. As, Senior P. As. shall be made by promotion from amongst the posts specified in Schedule "A"

## **PART B**

### **(B) RECRUITMENT OF ACCOUNTS STAFF**

### **RULE 11.**

As Laid Down Under Sub-Section B of Rule 5. the Cadre of "Accounts Staff" consists of Junior Accountants, Accountants and A.A.O. The recruitment to the posts of Junior Accountants will be made by direct recruitment and recruitment to others will be made by promotions. The direct recruitment of Junior Accountants will be made on the basis of written examination as per R.P.S.C. pattern.

Each year or whenever required, university shall conduct for recruitment to the post of Junior Accountants and appoint the persons out of the list of successful candidates in order of merit. University employees who fulfill the required minimum qualifications may also compete and appear in the examination. 10% posts are reserved to the University employees who qualified written examination.

## **RULE 12.**

Appointment to other posts viz. Accountant and Assistant Accounts officer shall be made by promotion from amongst specified in schedule 'B'.

## **PART C**

### **(C) RECRUITMENT OF TECHNICAL STAFF**

## **RULE 13.**

The appointment of the post of Junior Engineer Civil/ Electrical, Carpenter, . Fitter, Technical Assistant (Agriculture, Home Science & Animal Husbandry) Poultry Farm Manager, Assistant Agriculture officer (Graduates) Project Operators grade II, Veterinary compounders grade II, Stockmen, Drivers, Agriculture supervisors, Field Assistants, Extension workers, etc. shall be made by the appointing authorities in the respective cadres from the list prepared by the selection committee / Committees. Selection committee / committee shall be constituted by the Vice - Chancellor for making selection for respective posts. The committee / committees shall consists of:

- (1) Dean or Director Chairman | To be nominated.  
| by the Vice-
- (2) One professor / ADR / HOD not | Chancellor  
below the rank of Associate Professor
- (3) One subject Expert where necessary will also be nominated by  
the Vice - Chancellor.
- (4) Registrar - Member Secretary

The qualification and experience required for various posts and manner of appointment e.g. by direct recruitment or promotion shall be as per schedule C & D as the case may be. However 10% of the vacancies of technical posts as per list appended with Schedule "C" & "D" shall be filled by promotion from regular class IV employee of the university subject to fulfillment of prescribed qualification of the post and Clearance of Job Test / Interview for the post as the case may be . In the event of non -availability of the internal candidates the unfilled post shall not be carry forwarded.

## **RULE 14.**

All appointments to class IV posts by whatever designation it may be provided in the budget shall be made by the appointing authorities first out of the District wise seniority list & secondly from Inter Distt. seniority list after obtaining their consent and thereafter out of the list of persons / candidates received from the concerned employment exchange. At the time of appointment to a particular post of class IV category, it shall be ensured that the person offered appointment is suitable for the job.

## **RULE 15. RESERVATION:**

(1) Reservation for schedule castes / schedules Tribes and other backward casts shall be in accordance with the orders of the Government for various categories at the time of direct recruitment and for promotion.

(2) The appointment shall be strictly in accordance with the roster prescribed separately for direct recruitment and promotion by the State Government.

## **RULE 16. DETERMINATION OF VACANCIES :**

(a) Subject to the provision of these rules, the appointing authority shall determine on 1st April, the actual number of vacancies occurring during the financial year.

(b) Where a post is to be filled in by direct recruitment or by promotion 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 and or schedules attached to these rules, the appointment to vacancies determined under clause (a) above to each such method shall be done after maintaining the prescribed proportion for the posts already filled. If any fraction of the vacancies is leftover, after appointment of the vacancies in the manner prescribed in continuous cycle order giving precedence to the promotion quota, the cycle will continue year after year. The appointing authority shall also determine the vacancies of earlier year, year - wise vacancies which were required to be filled in by promotion, if such vacancies were not determined earlier every year in which these were required to be filled in.

## **RULE 17. AGE**

A candidate for direct recruitment to any cadre must have attained the age of 18 years on the First day of the year following last day fixed for receipt of applications.

## **RULE 18. 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, Sri Lanka and East African countries of Kenya and the United Republic of Tanzania (formerly Tanganyika 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 not necessary may be admitted to an examination or interview conducted by the University or other Recruiting Authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government.

The 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.

## **RULE 19. PHYSICAL FITNESS**

The candidate for direct recruitment must be in good mental and bodily health and free from any mental or physical defect likely to interfere in the efficient performance of his duties as member of the service and if selected a certificate to this effect to be submitted from a medical authority not below the rank of CM & HO.

## **RULE 21. PROCEDURE OF SELECTION**

1. when a vacancy or vacancies occur, the Dean / Director concerned shall intimate the same to the Registrar.

2. The Registrar shall then proceed :

(i) To invite applications through advertisements.

3. On receipt of the applications, if any, as referred to in para 2 above, the application shall be screened by a committee and approved by the Vice- Chancellor.

4. SHORTLISTING

Where the number of applications received in response to an Advertisement is large and it would not be convenient or possible for the University to interview all those candidates, the University may restrict the basis of calling the candidates with higher academic qualification and experience in the relevant field and or by taking a screening test (written test) as deemed proper.

5. The meeting of Selection Committee shall be convened by the Registrar.

6. At least ten days notice be given to the candidates for appearing in the interview.

7. The Selection Committee shall interview the candidate and make recommendations to the Vice-Chancellor for approval.

8. Every Selection Committee shall be bound by the qualifications laid down in the relevant schedule appended with these rules.

9. The Selection Committee shall prepare a list of candidates selected by it in order of merit and shall prepare a further reserved list in the same order and to the extent of 50% of vacancies in the post for which the Selection Committee was constituted and shall forward the Main & Reserved list along with its recommendations to the Vice-Chancellor.

**RULE 22. DISQUALIFICATION FOR SITTING AS MEMBER IN SELECTION COMMITTEE**

A person shall be disqualified for sitting the member of any selection committee and from taking part in any selection under these rules if he is personally interested in a candidate seeking selection to the post for which selection is held.

**RULE 23. VACANCIES OR DEFECT NOT TO INVALIDATE IN SELECTION**

Subject to the provisions as to the requirement no act, proceedings for selection made by a Selection Committee shall be questioned on the grounds of the existence of any vacancy or defect in the nomination of a member of such committee.

**RULE 24. VALIDITY OF SELECTION PANEL**

The recommendations of selection committee will remain valid for a period of 9 months (including Reserve Panel) from the date of approval of the Vice-Chancellor.

**RULE 25. USE OF IRREGULAR OR IMPROPER MEANS**

EMPLOYMENT OF IRREGULAR OR IMPROPER MEANS.- A candidate who is or has been declared by the University /Appointing Authority guilty of impersonation or of submitting fabricated documents, which have been attempting to use unfair means in the examination or interview 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, shall, in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period.

(a) by the University/Appointing Authority from admission to any examination or appearance at any interview held by the University/Appointing Authority for selection of candidates, and

(b) by the University from employment under the University.

## **RULE 26. DISQUALIFICATION FOR APPOINTMENT**

Any male candidate who has more than one wife living and any female candidate who is married to a person having already a wife living shall not be eligible for appointment to the service unless the university after being satisfied that there are special grounds for doing so, exempt any candidate from operation of this rule.

## **RULE 26. CONDITION FOR APPOINTMENT TO SENIOR POSTS**

No person shall be appointed by promotion to a senior post unless he fulfills the requirements laid down in the schedule annexed to these rules.

## **RULE 27. CANVASSING**

No recommendation for recruitment either written or oral other than required under the rules, shall be taken into consideration. Any attempt on the part of the candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for recruitment.

## **RULE 28. PROCEDURE AND CRITERIA FOR APPOINTMENT BY PROMOTION**

(1) Promotion in each cadre shall be made solely on the basis of seniority cum merit.

(2) The person holding the post specified in Rule 16, shall be eligible for promotion subject to his possessing minimum qualification and experience on the first day of the month of April of the year as required under Rule 26.

(3) In schedule the person enumerated in column 4 or in the relevant column regarding post from which promotion is to be made as the case may be of the post relevant schedule shall be eligible for promotion to a post specified against them in column 2 thereof, to the extent indicated in column 3 subject to his possessing minimum qualifications and experience on the first day of the month of April of the year as specified in column 5 or in the relevant column " Minimum Qualification " and experience for promotions as the case may be. In case suitable candidate is not available for making promotion to a post under consideration, then the procedure for direct recruitment shall be adopted.

(4) No persons shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lower post in the service. After first promotion in the service for subsequent promotion to higher post 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 one of the methods of recruitment under these rules : provided that for first promotion in service if the number of persons substantively appointed and confirmed on the lower 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.

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

No. of Vacancies	No. of Eligible Persons to be Considered
For 1	5
For 2	8
For 3	10
For 4 or more	Three times to number of vacancies

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

Where adequate number of the candidates belonging to the schedule 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 of the number of vacancies and the candidates belonging to the SC / ST, as the case may be within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(6) (a) Committee consisting of Appointing authority as Chairman or his nominee and two members nominated by the Vice - Chancellor shall consider the cases of 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 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 vacancies. The list so prepared on the basis of seniority cum merit shall be arranged in order of seniority on the category of posts from which promotions are to be made.

(6) (b) The committee shall also prepare a reserve list on the basis of seniority cum merit -as per the criteria for promotion laid down in the rules, containing the names of the persons equal to the number of person selected in the list prepared under as above to fill temporary or permanent vacancies which may occur subsequently. The list so prepared shall be arranged in the order of seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the departmental promotion committee (DPC) that meets in the subsequent year and that such list shall remain valid for a period of 9 months from the date of approval of Vice - Chancellor or till the departmental promotion committee (DPC) meets, whichever is earlier.

(7) (a) Appointment shall be made by the appointing authority taking persons out of the list finally approved under the proceeding sub - rule in the order in which they have been placed in the list, till such list is exhausted or reviewed or revised as the case may be.

(7) (b) If in any subsequent year after promulgation of these rules, vacancies relating to any earlier year which were required to be filled up 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 vacancy is laid irrespective of the year in which the meeting of the year in which the meeting of the departmental promotion committee is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancy related and the service and / or experience of an incumbent who has been so promoted for promotion to a higher post for any period during which he has not actually performed the duties to which he would have been promoted, shall be counted.

## **RULE 29. RESTORATION OF PROMOTION OF PERSONS FORE-GOING PROMOTIONS**

In case of promotion and on his appointment by promotion to the next higher post on regular basis or on the basis of D.P.C. forgoes, such an appointment shall be considered again for appointment by promotion only after a period of two years.

## **RULE 30. PERIOD OF PROBATION & CONFIRMATION**

1. All person 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 /special selection against a substantive vacancy shall be placed on probation for a period of one year.

2. During the period of probation specified in sub rule (1) each probationer may be required to pass such departmental examination and undergo such training as the Board from time to time may specify.

3. In cases of persons who die or are due to retire on attaining the superannuation, the period of probation shall be reduced so as to end one day earlier immediately preceding the date of his death or retirement from the service. The condition of passing the Departmental Examination in the rule regarding confirmation shall be deemed to have waived in case of death or retirement.

4. 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 opportunity of that he has failed to give satisfaction, the appointing authority may revert him to the post held substantively by him immediately before preceding his appointment provided he holds lien on that post or in other cases may discharge or terminate him from service, provided that appointing authority may, extend the period of probation upto one years in case of persons appointed by direct recruitment and one year in case of persons appointed by promotion.

5. Notwithstanding anything contained in the above provision, if a probationer is placed under suspension during the period of probation or disciplinary proceedings are contemplated or started against him, the period of probation may be extended till such period the appointing authority thinks fit in the circumstances.

6. A probationer reverted or discharged from service during or at the end of probation shall not be entitled to any compensation.

7. The probationer shall be confirmed in his appointment at the end of the period of his probation if he has passed the prescribed departmental examination, if any completely and the appointing authority is satisfied that his integrity is unquestionable and he is otherwise fit for confirmation.

## **RULE 31. SENIORITY**

(1) The Seniority of an employee shall be determined as under :

(i) In determining seniority, the criterion should be the date of regular appointment if an employee on a particular post in all the offices including different schemes in this University, or in the State Government or the University of Rajasthan / Mohan Lal Sukhadia University in the case of the employees the University of Rajasthan/ MLSU University.

ii) Provided that in reviewing the cases the persons who were already confirmed before 25.3.1969 need not be disturbed /re-opened.

(iii) Provided further that in the case of those employees who were not confirmed but were promoted, their cases be considered alongwith the others in accordance with the seniority which will be determined on the basis of (i) above.

(iv) Seniority of Field men (Agriculture Supervisor) and equivalent who were transferred as L.D.Cs or L.D.C transferred as Field men (Agriculture Supervisor) & vice- versa earlier be considered in the category of L.D.Cs Agriculture Supervisor as the case may be.

(v) The seniority of the employees transferred alongwith Udaipur Polytechnic to the University will be regulated as per Rajasthan Civil Services (Absorption of Surplus personals) Rule 1969.

(2) Besides above the following criterion shall be followed in determining the seniority of an employee in the University.

(i) The relative seniority in a cadre shall be determined by the order of merit in which persons are selected for appointment by the Selection Committee subject to the following:

(a) Provided that when two or more persons are bracketed together, their intense seniority shall be determined on the basis of firstly seniority & then, if necessary, on the basis of age.

(b) Provided further that if the persons bracketed belong to this University on the Government of Rajasthan / Mohan Lal Sukhadia University, their seniority will be determined according to the seniority immediately to the next below cadre before that date of selection in the University irrespective of their ages .

(c) Provided also that if only one of the two bracketed together belongs to the University or Govt. of Rajasthan or Mohan Lal Sukhadia University, he will be senior to new entrant.

(d) Provided also that in cases where two or more persons are from the University, they will be treated senior to new entrants. Previous seniority of the staff in the University will determine the seniority among the staff of the University.

(ii) Residual Power regarding removal of the difficulties and relative interpretation in regulation the seniority of employee under the above rules shall vest with the Board of Management. Previous Seniority disputes, if pending shall also. be decided in the light of these rules.

**RULE 32. SCALE OF PAY**

The scale of monthly pay to person appointed to the post in the various cadres shall be such as may be sanctioned by the Board from lime to time.

**RULE 33. INCREMENT DURING PROBATION**

A probationer shall draw increment in the scale of pay admissible to him only after successfully completing the period of probation.

**RULE 34. REGULATION OF LEAVE, ALLOWANCES ETC.**

As provided in these rules the pay, allowances, leave and other conditions of service of the staff shall be such as may be determined by the Board under service Rules.

**RULE 35. POWER TO RELAX RULES**

Where the Board is of the opinion that it is necessary or expedient to relax any of the provisions of these rules, it may relax the relevant provisions of the rules to such extent, and subject to such conditions as it may consider necessary for dealing with the cases in a just and equitable manner provided that such relaxation shall not be less favourable than the provisions already contained in these rules.

## SCHEDULE 'A'

### PART I

#### Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment Qualification for Promotion/ Recruitment and Posts from which Promotions are to be made

S.No.	Name of Posts	Percentage of Posts to be filled by Promotion/ Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
1	Section officer	100% by promotion on the basis of seniority cum merit	Assistants	Five year's service as Assistant	
2	Assistant	100% by promotion on the basis of seniority cum merit	U.D.C.	Five year's service as UDC	
3	U.D.C.	100% by promotion on the basis of seniority cum merit	L.D.C.	Seven year's experience as L.D.C.	
4	L.D.C.	80% by direct recruitment and 20% by promotion from amongst class IV cadre on the basis of seniority cum merit		For direct recruitment candidate must be Secondary or equivalent from recognized Board and passed the competitive examination. For promotion from against IV class employee, the candidate must have passed secondary examination and put in five years service as class IV and must have typing speed of 20 words per minute in Hindi or 25 w.p.m. in English	

### PART II

1	P.S. to V.C.		Appointment at the pleasure of the Vice-Chancellor through transfer out of the senior P.As. As soon as the pleasure is withdrawn the incumbent will be posted at his original post		
2	Senior Personal Assistant	100% by promotion on the basis of seniority cum merit	From amongst Personal Assistant	Must have completed 5 years service as Personal Asstt.	
3	Personal Assistant	100% by promotion on the basis of seniority cum merit	From amongst Stenographers	Must have completed 5 years service as stenographer	
4	Stenographers	100% direct recruitment		(1) Graduate or its equivalent examination passed from a recognised university, and (2) Having short hand (English / Hindi) speed 100 w.p.m. and typing speed 40 w.p.m. in English and 30 w.p.m. in Hindi	

## SCHEDULE 'B'

Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment Qualification for Promotion / Recruitment and Posts from which Promotions are to be made

S.No.	Name of Posts	Percentage of Posts to be filled by Promotion/ Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
1	A.A.O. (Assistant Acctt. Officer)	100% on the basis of seniority cum merit	Accountant	Must have 5 years experience as Accountant	
2	Accountant	100% by promotion on the basis of seniority cum merit	Junior Accountant	Minimum 5 years service as Junior Accountant in the university	
3	Junior Accountant	100 % direct recruitment		A candidate must hold a degree in Arts, Science or Commerce and should have qualified, the examination to be conducted by the university. Note : Existing UDC (Acctts.) be designated as Junior Accountants	

## SCHEDULE 'C'

### Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment Qualification for Promotion / Recruitment and Posts from which Promotions are to be made

S.No.	Name of Posts	Percentage of Posts to be filled by Promotion/ Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
1	Sr. Tech. Asstt. (Engg.) (15-f)	100% by recruitment		Degree in BE (Ag).	
2	Technical Assistant (Engg.) (17-f)	100% by promotion on Seniority-cum-merit basis	Foreman/Sr. Technician  Sr. Mechanic (12-f)	Diploma in branch concerned, 5 years experience as foreman OR Sr. Technician OR 10 years professional experience as Sr. Mechanic	Dying cadre in future no recruitment be made. After an vacancy that may be converted to Lab Asstt.
a	Mechanical Engg.	-do-	-do-	-do-	
b	Electrical Engg.	“	“	“	
c	Mining Engg.	“	“	“	
3	Mechanical Supervisor (17-f)	“	“	“	
4	Drilling Assistant (17-f)	Direct recruitment		Diploma in Mech. Branch with 2 years experience of working on water well drilling machine.	
5	Foreman (15-f)	100% by promotion on seniority-cum-merit basis	Senior Mechanic	For promotion ITI with 15 years experience out of which 10 years as Sr. Mechanic	

S.No.	Name of Posts	Percentage of Posts to be filled by Promotion/ Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
6	Sr. Technician/ Sr.Mcchanic (12-f)	100% promotion	Jr. Mechanic/ Technician	ITI with 5 years experiance as Jr. Mechanic or Technician as the case may be  ITI with 5 years experiance as Mechanic (For Direct Recruitment)	
7	Technician (10-f) (a) Teaching  i Foundry ii. Carpentry iii. Welding iv. Mining v. Mason vi. Painting (b) Service jobs only (Jr. Mech. 10-f) i. Fitting ii. Balcksmithy iii. Tinsmithy iv .Head Engines v. Machine shop vi .Electrical wiring & Motor winding vii. Turner viii. Electronics ix. Electronic mechanic x. Farm Mechanic (c) Technicians/ Mech. (10-f)  (d) Electrician (10-f) / sub station Elec.	100% by promotion (in preference) otherwise direct recruitment  -do-  By direct recruitment	To be filled up from the lower post in the trade such as Welder, Plumber Fitter. Black Smith, carpenter etc. of Grade 7-f  -do-	ITI with 2 years experiance in the trade or 5 years professional experiance in the trade  -do-	For direct recruitment ITI with 5 years experiance in the trade or 7 years professional experiance in the trade  ITI certificate in general machineries with 5 years experiance of handling Ag. equipments and machinery
		100% by promotion- on seniority-cum-merit basis. if not available then by direct recruitment	Electrician working in lower grade	(a) ITI with 5 years experiance professional experiance in lower grade	

**TECHNICAL STAFF (ENGINEERING GRADE)**

<b>S.No.</b>	<b>Name of Posts</b>	<b>Percentage of Posts to be filled by Promotion/ Direct Recruitment</b>	<b>Posts from which Promotion is to be made</b>	<b>Qualification for promotion</b>	<b>Remarks</b>
1	2	3	4	5	6
	(e) Jr. Mech.	100% by Promotion on seniority-cum-merit basis. Lower posts of 7-f such as :-	i. Pump operator ii. Electrician-cum-Plumber iii. Mason Craftsman iv. Tracer v. Carpenter vi. Fitter vii. Boiler attendant viii. Driver etc	(b)Non-Diploma Holder's i. Higher secondary ii. Certificate from all Indian National Council of training in Electrician Professional experience of 5 years in lower post in relevance trade OR ITI with 2 years experience in relevant trade.	
8	Driver	90 % by direct recruitment after test followed by interview  10% by promotion from class IV employees subject to fulfilling qualification & clear job test / interview		VIII Class Passed with heavy and light duty driving license and three years experience as a driver and must also possess the following:- (i) Weight not more than 65 Kg. (ii) Sight 6x6 with or without glasses (iii) Knowledge of roadside repairs and efficiency in driving to be examined through a trade test by the appointing authority.	
9	(a) Bulldozer Operator post (9-F)	By promotion-cum selection	Driver of vehicles/ Tractor	VIII pass must have heavy vehicle driving license, should have atleast 5 years of driving experience. Must pass in a job test.	
	(b) Workshop Asstt. (9-F)	100% by promotion	Person working in lower trade of carpenter, plumber pump operator. Blacksmith (7-F)	IT1 pass in the concerned trade with 2 years experience in the trade or 5 years professional experience in the trade.	

**TECHNICAL STAFF (ENGINEERING GRADE)**

<b>S.No</b>	<b>Name of Posts</b>	<b>Percentage of Posts to be filled by Promotion/ Direct Recruitment</b>	<b>Posts from which Promotion is to be made</b>	<b>Qualification for promotion</b>	<b>Remarks</b>
1	2	3	4	5	6
	(c) Electrician cum Plumber	(i) 100% by promotion on the basis of seniority -cum-merit, if not available. (ii) By direct recruitment	Electrician (Lineman) or plumber	Must have Certificate from all Indian National Council of Training Electrician wire man  -do-	
	(d) Carpenter Fitter (7-F)	By direct recruitment		ITI with 2 years, experience or 5 years, professional experience in the trade.	
	(e) Pump Operator (7-F)	100% by promotion on the basis of Seniority -cum-merit if not available then direct recruitment	Pump attendant	Through Job test, ITI with 2 years experience or 5 years professional experience in the trade.	
10	(a) Black Smith (b) Welder (c) Turner (d) Instrument Repair (e) Plumber (f) Mistry (g) Line Man (h) Pump Driver (i) Asst. Mechanic (6-F)	Direct recruitment	From amongst the incumbents working in lower grade of those trades	For direct recruitment ITI with 2 years experience in the trade or 5 years professional experience  OR 5 years professional experience in the trade.	
11	Metal Craft-man (Mason, sheet metal metal)	(i) 100% by promotion on the basis of Seniority-cum-merit if not available. ii) By direct recruitment	Mason /Mistry Pattern maker	(i) ITI with professional experience of 5 year in the trade ii) Should be conversant with blue print reading, must possess skill as 'A' grade mason, (iii) Sheet metal worker should know building material masonry & all civil works, should be familiar with sheet metal work fabrication of sheet dones & have "A" grade skill.	

**TECHNICAL STAFF (ENGINEERING GRADE)**

<b>S.No</b>	<b>Name of Posts</b>	<b>Percentage of Posts to be filled by Promotion/ Direct Recruitment</b>	<b>Posts from which Promotion is to be made</b>	<b>Qualification for promotion</b>	<b>Remarks</b>
1	2	3	4	5	6
	(a) Junior Engineer (12-F) Civil/Electric	By direct recruitment		Good IInd class Diploma in the subject Electric /Civil Engineering Graduates in Engineering will however be preferred.	
	(b) Sr. Draft man (Civil / Mechanical) (12-F)	100% by promotion on the basis of Seniority-cum-merit basis	Drafts man (Civil/ Machine)	i) Higher Secondary ii) ITI certificate in trade concerned of Draftsman iii) Atleast 5 years experience of work as Draftsman in drawing office	
	(c) Tracer	(i)100% by promotion on the basis of Seniority-cum-merit, if not available. (ii) By direct recruitment By direct recruitment	Tracer of lower grade	ITI in trade with 2 years experience in trade  ii) X <sup>th</sup> with drawing subject or ITI certificate in trade concerned with 2 years experience as a tracer in Govt. or private organisation.	

**LIST OF POSTS OF SCHEDULE 'C' WHICH ARE TO BE FILLED 10% FROM REGULARLY APPOINTED CLASS IV**

<b>S.No.</b>	<b>NAME OF POSTS</b>
1	Mistry
2	Welder
3	Pump operator
4	Tracer
5	Carpenter
6	Fitter
7	Asstt. Mechanic
8	Instrument repairer
9	Turner
10	Plumber (Gen. Mistry)
11	Electrician (Lineman)
12	Blacksmith
13	Plate Maker

**SCHEDULE 'D'**

**Statement Showing Number of Vacancies to be fitted by Promotion / Direct Recruitment Qualifications for Promotion / Recruitment and Posts from which Promotions are to be made:**

S.No.	Name of Posts	Percentage of Posts to be filled by Promotion/ Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
1	Senior Technical Asstt.	100% by Direct Recruitment		Atleast masters degree with 55% marks in the relevant subject followed by a bachelors degree in Agriculture with minimum 50 % marks	
2	Technical Assistants (Ag.)/Farm managers Dairy/Poultry/ Agronomy	100% by Direct Recruitment		Atleast IInd Class B.Sc.(Ag.)/B.Sc.Ag. (Hons)	
	(a) Technical Assistants (Home Science)	100% by Direct Recruitment		Atleast IInd Class B.Sc.(Home Science)	
	(b) Technical Assistant (A.H.)	100% by Direct Recruitment		B.V.Sc. & A.H. or atleast IInd class B.Sc.(Ag.)/B.Sc.Ag. (Hons)	
3	Asstt.Agril. Officer	(a) 50 % by Direct Recruitment from Agri. Graduates		For direct recruitment atleast IInd class B.Sc. Agriculture/ B.Sc. Ag. (Hons)	
		(b) 50 % by promotion from among Non-Agri Graduates	Agriculture supervisor	Secondary / Sr. Secondary with Agriculture	
4	Agriculture Supervisor/ Animal Keeper/ Dairy Asstt./ Poultry Asstt.	90% by Direct Recruitment 10% by promotion from regular class IV subject to fulfilling the qualification & clearing job test/interview		Senior Higher Secondary with Agriculture	

S.No.	Name of Posts	Percentage of Posts to be filled by Promotion/ Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
5	Sr. Photographer (12-F)	100% by promotion through seniority - cum - merit	From amongst Photographer working in the university in lower scale of (10-F)	I. At least Matriculate. II. Diploma in Photography with 5 years experience as photographer. III. Must be able-to handle various type of cameras efficiently. IV. Should have experience in developing, printing and making enlargement.	
6	Photographer	100% by Direct Recruitment		I. At least Matriculate. II. Diploma in Photography. III. Must be able to handle various type of cameras efficiently. IV. Should have experience in developing, printing and making enlargement.	
7	Refrigeration Plant Operator (15-F)	----	-----	For direct recruitment one must have a degree or a diploma in concerned subject and should have 5 years experience.	
8	(a) Project Operator Gr. I (12-F)	100% by promotion	Project Operator Gr. II	Matriculate / Sec. passed with 2 years experience of operating & maintaining cinema projectors and other audio visual-aids.	
	(b) Project Operator Gr. II	By direct recruitment	---	For direct recruitment (a) Secondary (b) Diploma in Projector operating (c) 5 years of handling all projected aids & equipment including power generator.	

S.No	Name of Posts	Percentage of Posts to be filled by Promotion/ Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
9	(a) Vety. Compounder Gr. I	100 % by promotion	Vety. Compounder Gr. II & Stockman	Higher Sec. having undergone a course of Vety. Compounder or middle passed having 15 years experience as stockman or Vety. Compounder Gr. II	
9	(b) Vety. Compounder Gr. II & Stockman	Direct recruitment	---	Secondary having undergone a course of Vety. Compounder/ stockman	
10	(a) Lab. Asstt. Gr. I (10-F)	100 % by promotion	Lab. Asstt. (Gr. II) with 5 years experience	Higher Secondary /Sr.Higher secondary or its equivalent examination passed with science including Agri Science from the recognized Board/. University.	
10	(b) Lab. Asstt. Gr. II	100% by Direct Recruitment		-do-	
10	(c) Museum Asstt. (Lab. Asstt.)	100% by Direct Recruitment		--do--	
10	(d) Lab. Asstt. (B.S.c Home Science)*	----	---	*Dying cadre (As and when post fall vacant the same will be filled from T.A. (Home Science)	
11	Computer	100% by Direct Recruitment		*Dying cadre (As and when post fall vacant the same will be filled from Computer Operator	
12	(a) Senior Artist/ Artist (12-f)	100 % by promotion	Jr. Artist	Eligibility for promotion after having completed 5 years service as Jr. Artist	
	(b) Junior Artist (10-f)	100% by Direct Recruitment	----	For direct recruitment Matriculate with diploma from any recognised institute in drawing & painting e.g. J.J. school of Arts, Bombay with some experience of having worked in Scientific Institution as Artist. Preference shall be given to a person who have experience of Drawing work in Agriculture field.	

S. No.	Name of Posts	Percentage of Posts to be filled by Promotion/ Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
13	Senior Compounder	--	-	Sr. Secondary with PNRD with 5 years professional experience	
14.	Computer Programmer (2000-3200)	100% by Direct Recruitment		dEl: /j i kxkej % भारत में विधि द्वारा स्थापित किसी विश्वविद्यालय का गणित या सांख्यिकी या कम्प्यूटर विज्ञान, अर्थशास्त्र या अर्थशास्त्र; , d fo%; ds l kfk Lukrd vFlak jkT; l jdkj द्वारा उसके समतुल्य मानी कोई विदेशी अर्हता rFkk fdl h l kfk l s i kxfex ykxstst t s fd बेसिक, कोबोल/ फोरट्रान में माह का औपचारिक प्रशिक्षण vkj mi jkDr ykxstst es dEl: /j l s i kxfex dk nks o"z dk vu#ko ijllrq; g fd fofgr vu#ko okys vH; Fhlzi; klr l q; k esmi yk/ u gsrks ykxstst t s fd cfl djdtkcy@Okg Vku es dEl: /j i kxfex ds अनुभव वाली शर्त को कम करके एक वर्ष तक किया जा l dxt	
15	Computer Operator (1200-2050)	100% by Direct Recruitment		dEl: /j v#j jvj % भारत में विधि द्वारा स्थापित किसी विश्वविद्यालय का विज्ञान या गणित या सांख्यिकी या वाणिज्य अर्थशास्त्र ds l kfk Lukrd vFlak jkT; l jdkj }kjk bl ds समतुल्य मानी गई कोई विदेशी अर्हता तथा एन्डी मशीनों rFkk dEl: /j Vjfeuyk ds iz kx dk , d o"z dk vu#ko	
16.	Data-Entry Operator (1025-1800)	100% by Direct Recruitment		MkVk , UV# v#j jvj % भारत में विधि द्वारा स्थापित किसी विश्वविद्यालय का Lukrd vFlak l jdkj }kjk ml ds l erf; ekulh xbz विदेशी अर्हता तथा डाटा एन्डी मशीन पर प्रति l/k 8000 डिप्रेशन की गति ।	
17	Legal Asstt. (2000-3200)	100% by Direct Recruitment		I. Law Graduate from a recognised University established by law in India or its equivalent with three years course of professional degree in law. II. Good knowledge of Hindi and Rajasihani culture. III. Two years experience of working in High Court.	
18	Coaches (1640-2900)	100% by Direct Recruitment		Graduate from recognised University with Diploma in concerned game from National Institute of Sports.	
19	Press Supervisor (1200-2050)	100% by Direct Recruitment		Higher Secondary from recognised Board having Diploma in Printing with 3 years supervisory experience of composing, printing and binding section in a press of repute.	
				OR	
				Graduate with 10 years experience in press line.	
20	Printer (Gr. B) (950-1680)	100% by Direct Recruitment		Secondary or its equivalent with certificate / diploma in trade from a recognized institute.	
				OR	
				Ability to read and write in English and Hindi and at least 5 years experience of working as printer / ink-man in a press of repute.	
21	Compositor (Gr.B) (950-1680)	100% by Direct Recruitment		Secondary or its equivalent with certificate / Diploma in the trade from a recognised Institute .	

S. No.	Name of Post	Mode of Recruitment	Qualifications for Recruitment	Remarks
1	2	3	4	5
			OR	
22	Binder (Gr.B) (800-1250)	100% by Direct Recruitment	Ability to read and write in English and Hindi and at least 5 years experience of working as compositor /distributor in some press. Secondary or its equivalent recognised by the Govt. with certificate/ Diploma in the trade recognised by Govt.	
			OR	
23	Helper (750-940)	100% by Direct Recruitment	Five years experience as Binder in a press of repute. VIII <sup>th</sup> passed and Hindi knowing.	
24	Matron (1200-2050)	100% by Direct Recruitment	<b>Essential Qualifications</b> Female Graduate (Bachelor in Arts / Science from a recognised University. <b>Desirable.:</b> I. She should stay in the hostel and no male family member is allowed to stay with her. II. Two years experience of working in Girl's Hostel. III. Managerial experience will be given preference.	
25	Craft Teacher (950-1680)	100% by Direct Recruitment	<b>Essential</b> I. Higher Secondary (10+1) or Sr. Higher Secondary passed (10+2) II. Diploma in Tailoring and Needle work (2 years). OR Diploma in Textile design (3 years) recognised by a competent body. <b>Desirable :</b> Experience of working as Craft Teacher / Tailoring Teacher in school / college / polytechnic institute or any other educational institute or self employment in Needle craft / Tailoring.	
26	Jr. Teacher (1200-2050) (Home science (CD)Nursery)	100% by Direct Recruitment		
27	Sr. Teacher (1400-2600) (Home science (CD) Nursery)	100% by Direct Recruitment		

**LIST OF POSTS OF SCHEDULE 'D' WHICH ARE TO BE FILLED 10% FROM  
REGULARLY APPOINTED CLASS IV**

<b>S. No.</b>	<b>Name of Posts</b>
1	Stockman
2	Vety. Compounder
3	Ag. Supervisor
4	Dairy Asstt.
5	Animal keeper
6	Jr. Project Operator
7	Compositor
8	Binder
9	Jr. Printer
10	Farrior
11	Herbarium Keeper