



**RAJASTHAN PUBLIC SERVICE COMMISSION**

# Information Hand Book

UNDER THE RIGHT TO INFORMATION ACT, 2005

[Section - 4 (1) (b)]

## COMPOSITION OF THE COMMISSION INCLUDING THE SECRETARY

1.	Prof. B.M. Sharma	Chairman
2.	Shri H.L. Mina	Member
3.	Shri Shiv Pal Singh Nangal	Member
4.	Shri Kanhaiya Lal, IPS (Retd.)	Member
5.	Dr. P.K. Dashora	Member
6.	Shri Brahm Singh Gurjar	Member
7.	Vacant	
8.	Vacant	
9.	Dr. K.K. Pathak, IAS	Secretary

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## RAJASTHAN PUBLIC SERVICE COMMISSION

Point No. (1) - INTRODUCTION

THE INFORMATION HAND BOOK UNDER  
THE RIGHT TO INFORMATION ACT, 2005

### **Background of the Hand Book :-**

This hand book has been prepared in accordance with Section 4 (1) (b) of the Right to Information Act, 2005 in order to enable the citizens to have easy access to the information as mandated in the Act.

### **Objective/purpose of the Hand Book :-**

The focus of the Hand Book is to familiarize of various activities of R.P.S.C. and facilitate easy access to all information required to be published under Section 4 (1) (b) of the Right to Information Act. This Hand Book is expected to enhance and strengthen interaction between the Rajasthan Public Service Commission and information seeking citizens to fulfill the goals of transparency and accountability enshrined in the Right to Information Act, 2005.

### **Intended users of the Hand Book :-**

Aspirants for the posts in different cadres of State Administration, various other State Departments and personnel involved in State Administration.

**Organization of the information in the Hand Book :-**

1. This Hand Book provides an overall view of the R.P.S.C., its functions, the Constitution of the Commission, duties and responsibilities, organizational structure etc.
2. In this hand book the details of each wing of the R.P.S.C. is provided under various heads as required under Section 4 (1) (b) of the Right to Information Act, 2005.

**Contact person for detailed information :-**

- |                          |                      |
|--------------------------|----------------------|
| (1) Sh.C.L. Daiyma       | RAS-Deputy Secretary |
| (2) Sh.R.C.L. Meena      | Deputy Secretary     |
| (3) Sh R.L.Solanki       | Deputy Secretary     |
| (4) Sh S.N.Nawal         | Controller of Exam   |
| (5) Sh.Ghanshyam Tilwani | Deputy Secretary     |

**Objective /purpose of the Public Authority :-**

The R.P.S.C. is a body constituted under Article 315 of the Constitution to discharge the duties and functions assigned under Article 320 of the Constitution.

**Mission/vision of the Public Authority :-**

To carryout selection process for recruitment of eligible and competent candidates to various civil services and posts of the Rajasthan State in an efficient and transparent manner within the time schedule in accordance with the Recruitment Rules.

**Brief History of the Public Authority :- (Rajasthan Public Service Commission)**

The State of Rajasthan was formed as a result of merger of the erstwhile, princely States situated in Rajputana and Part 'C'

State of Ajmer-Merwara. At the time of formation of Rajasthan, the institution of Public Service Commission existed in only three of the twenty-two covenanting States, viz. Jaipur, Jodhpur and Bikaner.

The successor administration, after the merger of the princely States, promulgated on 16<sup>th</sup> August, 1949 an Ordinance establishing the Rajasthan Public Service Commission. It provided for the abolition of the Public Service Commissions or other Institutions performing duties in the nature of those of a Public Service Commission in the constituent States. The Ordinance also provided, *inter-alia*, for the composition of the Commission and the staff and the functions of the Commission. The staff of the Rajasthan Public Service Commission, as it stood at the time of the establishment, continued as its nucleus.

In the year 1951, in order to regulate the working of the Commission, the Rajpramukh issued the following Regulations under the provisions of the Constitution of India :

- (i) The Rajasthan Public Service Commission (Conditions of Service) Regulations, 1951, and
- (ii) The Rajasthan Public Service Commission (Limitation of Functions) Regulations, 1951

By the Rajasthan Public Service Commission (Conditions of Service) Regulations, 1951, the office of the Commission was brought at par with the Secretariat of Rajasthan. The office procedure followed by the Commission was on the lines of the working of the Secretariat.

Immediately after the establishment of the Rajasthan Public Service Commission, an experienced retired Superintendent of the then Federal Public Service Commission was employed in this office as Office Superintendent in April, 1950. He established the office procedure on the pattern of the Federal Public Service Commission. This office followed the same traditions with variations from time to time, as required. Despite this, the Commission constantly felt the need of having a Manual for efficient and speedy disposal of its office work. It was therefore, decided in 1980 to take up the work of preparation of

an Office Manual. The draft Office Manual was approved by the Commission in the month of August, 1980 and the office was put in motion accordingly on experimental basis. Other Public Service Commissions also showed considerable interest in the Office Manual prepared by the RPSC. A final shape was given after studying the existing procedures of working of the State Secretariat and other Public Service Commissions.

Suitable changes are made when and where necessary and the revised Manual was published in January, 1987., Feb. 2001 and recently it has been published in January 2009.

**Functions of the Public Authority :- (Rajasthan Public Service Commission)**

The functions exercised by the Rajasthan Public Service Commission are laid down in Article 320 of the Constitution of India :-

(a) On all matters relating to methods of recruitment to civil services and for civil posts;

(b) on the principles to be followed in making appointments to civil service and posts and in making promotions and transfers from one service to another and on the suitability of candidates for such appointments, promotions or transfers;

(c) on all disciplinary matters affecting a person serving under State Government in civil capacity, including memorials or petitions relating to such matters;

(d) on any claim by or in respect of a person who is serving or has served under the State Government, in a civil capacity that any costs incurred by him in defending legal proceeding instituted against him in respect of acts done or purporting to be done in the execution of his duty should be paid out of the Consolidated Fund of the State;

(e) on any claim for the award of a pension in respect of injuries sustained by a person while serving under the State Government in a civil capacity and any question as to the amount of any such award; and

(f) any other matter referred to them by the Government.

Though, selection of Subordinate and Ministerial staff does not fall within the purview of the Commission according to the provisions laid down in the Rajasthan Public Service Commission (Limitation of Functions) Regulations, 1951, yet the posts of some Subordinate Services starting with an initial pay of Rs. 5000/- or less and those of Ministerial Services are being notified/ advertised by the Commission in accordance with the provisions contained in the relevant Service Rules. However, all subordinate posts, where the minimum initial salary is more than Rs. 5000/- fall within the purview of the Commission. Recruitment to the post is made by the Commission through the Examination/ Interview.

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## **Point No. (2)**

### **Particulars of Organization, Functions & Duties**

#### **(A) Organisational Structure**

**Chart & diagram at different levels :**

**Constitution of the Commission including the Secretary.**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
<b>1.</b>	Prof. B.M. Sharma	Chairman
<b>2.</b>	Shri H.L. Mina	Member
<b>3.</b>	Shri Shiv Pal Singh Nangal	Member
<b>4.</b>	Shri Kanhaiya Lal, IPS (Retd.)	Member
<b>5.</b>	Dr. P.K. Dashora	Member
<b>6.</b>	Shri Brahm Singh Gurjar	Member
<b>7.</b>	Vacant	
<b>8.</b>	Vacant	
<b>9.</b>	Dr. K.K. Pathak	Secretary

**(B) Arrangements and methods made for seeking public participation / contribution :-**

- 1. The objections/complaints/petitions are received by the Public Information Officer (Shri. Ghanshyam Tilwani, Deputy Secretary, RPSC) and redressal of grievance is carried out expeditiously .**
- 2. Citizen's e-mail, their grievances and prompt replies are sent and action is taken to redress the grievances of the citizens.**
- 3. The Commission puts up all relevant information in its Website <http://www.rpsc.gov.in> for the information of citizens.**

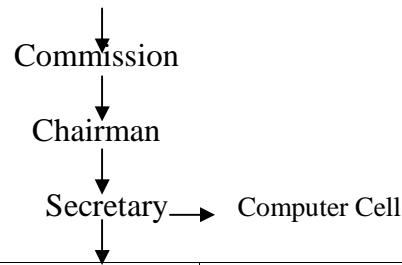
**Address of the Office :**

**Rajasthan Public Service Commission,  
Ghooghra Ghati, Jaipur Road,  
Ajmer (Raj.) - 305026**

**Working Hours :**

**From 9.30 AM to 6.00 PM  
Every Saturday and Sunday in each month are Holiday  
Lunch Hour : 1.30 PM to 2.00 PM**

**(C) Organisational Chart of Rajasthan Public Service Commission**



Legal Advisor Sh.Raj Kumar Bhagat (RHJS)	Dy. Secretary (Adm.) Sh. C.L.Dayma (RAS)	Dy. Secretary Sh. R.C.L. Meena	Dy. Secretary Sh. R.L.Solanki		Controller of Exam Sh. S.N. Nawal	Dy. Secretary Sh. Ghanshyam Tilwani	Senior Accounts Officer Sh.Shailendra Kumar Parihar	Member- Secretary (SET Sec.) Sh. T.K. Mathur
Deputy Secretary ↓ A.S. ↓ S.O.	A.S. ↓ S.O.  Exam Sec.B Exam Sec. C Exam Sec. D	A.S. ↓ S.O.  Dak & Fees Section  SET  Library	Research Division  Additional charge of Member- Secretary (SET)	A.S. ↓ S.O.  Record Section  Store  Cord. & Management Section  Account Sec.  Special Division (Secret Sec. Exams) Exam.Sec. A	A.S. ↓ S.O.  Rectt.Sec. A Rectt.Sec. B  Advertisement  Rectt.Sec. D  Special Division (Secret Sec.Rectt.)	A.S. ↓ S.O.  RTI Section  D.E. Section Legal Cell  Nishaktjan Complaints	A.A.O. ↓ Account's Section	A.S. ↓ S.O.
Legal Cell	Establishment Sec.  DPC  Service Division  Extension Cell							
DE Cell								

**(D) Strength of the Staff of the Commission's secretariate**

S.No.	Name of the post	Number of posts as on	
		01/04/2010	07/2011
<b>I. Gazetted</b>			
1.	Secretary	1	1
2.	Member-Secretary (SET for Lectureship)	1	1
3.	Deputy Secretary (RAS)	1	1
4.	Deputy Secretary	2	2
5.	Deputy Secretary (Examination)	1	1
6.	Controller of Examination	1	1
7.	System Analyst	-	1
8.	Senior Accounts Officer	-	1
9.	Legal Advisor	1	1
10.	Assistant Secretary	9	10
11.	Private Secretary	6	6
12.	Section Officer	18	20
13.	Assistant Accounts Officer	1	1
14.	Senior Personal Assistant	1	1
15.	Librarian	1	1
	<b>Total:</b>	<b>44</b>	<b>49</b>
<b>II. Non-Gazetted</b>			
1.	Programmer	1	1
2.	Personal Assistant	3	3
3.	Accountant	2	2
4.	Assistant Section Officer	24	34
5.	Stenographer	4	-
6.	Junior Accountant	4	4
7.	Legal Assistant	1	2
8.	Investigator	1	1
9.	Research Assistant	1	1
10.	Statistical Inspector	1	1
12.	Store Keeper (U.D.C. with special pay)	1	1
13.	Upper Division Clerk	52	52
14.	Informatics Assistant	2	6
15.	Lower Division Clerk	30	46
16.	Driver	5	7

S.No.	Name of the post	Number of posts as on	
		01/04/2010	07/2011
17.	Cataloguer	1	1
18.	Machine man	2	2
	<b>Total :</b>	<b>135</b>	<b>164</b>
<b>III. Class-IV Employees</b>			
1.	Jamadar	5	5
2.	Daftari	3	3
3.	Book Lifter	1	1
4.	Bundle Lifter	1	1
5.	Cycle Sawar, Class-IV Employees, Farrash, Gateman, Sweeper	31	31
6.	Chowkidar	1	1
7.	Waiter	1	1
	<b>Total :</b>	<b>43</b>	<b>43</b>
S.No.	Name of the post	Number of posts as on	
		01/04/2010	07/2011
<b>IV- On Contract basis</b>			
1.	E.P.A.B.X. Operator	1	1
2.	Generator Operator	1	1
3.	Electrician	1	1
4.	Computer Operator	5	5
	<b>Total :</b>	<b>8</b>	<b>8</b>

**Point No. 3**

## **Powers and Duties of the Officers of the Commission**

### **(A) The Commission**

**Chairman :-** The Chairman of the Commission has overall control over the functioning of the Commission and its staff and performs duties assigned vide Article 320 of the Constitution of India.

**Members :-** The Members of the Commission also function in accordance with the Rules framed by the RPSC for the conduct of their business.

The Commission exercise their powers in accordance with the following Rules and Regulations framed for the purpose.

- 1- RAJASTHAN PUBLIC SERVICE COMMISSION (CONDITIONS OF SERVICE) REGULATIONS, 1974
- 2- RAJASTHAN PUBLIC SERVICE COMMISSION (LIMITATION OF FUNCTIONS) REGULATIONS, 1951
- 3- EXECUTIVE INSTRUCTIONS REGARDING CONSULTATION WITH THE PUBLIC SERVICE COMMISSION
- 4- RULES FRAMED BY THE RAJASTHAN PUBLIC SERVICE COMMISSION FOR THE CONDUCT OF THEIR BUSINESS
- 5- RAJASTHAN PUBLIC SERVICE COMMISSION (REGULATION AND VALIDATION OF PROCEDURE) ORDINANCE, 1975
- 6- RAJASTHAN PUBLIC SERVICE COMMISSION (REGULATION AND VALIDATION OF PROCEDURE) ACT, 1976

As per provisions of Article 323 of the Constitution of India, the Commission present annually to H.E. the Governor of Rajasthan, a report regarding the work done by them and on receipt of such report, H.E. the Governor shall cause a copy thereof together with a memorandum explaining with respects to the cases if any, where the advice of the Commission was not accepted, the reasons for non-acceptance to be laid before the Rajasthan State Legislature.

**The report covers the departmental activities as a whole. Separate progress report showing departmental activities is not prepared.**

**Thus, extracts/photocopy of the report can be made available after placement before the Rajasthan State Legislature and discussions held on the report.**

**(B) Set up of the Commission's Secretariat as enumerated in the Office Manual**

***Commission:***

The Commission consists of a Chairman and such number of Members as are determined by the Governor from time to time under Article 318 of the Constitution. Their conditions of service have also been determined by the Governor under the said Article by notifying the Rajasthan Public Service Commission (Conditions of Service) Regulations, 1974.

Under Article 318 (b), the Governor makes provision with respect to the number of members of the staff of the Commission from time to time. Their conditions of service have also been provided in the Rajasthan Public Service Commission (Ministerial and Subordinate Services) Rules and Regulations, 1979, and RPSC (Gazetted Staff) Service Rules and Regulations, 1991.

For the purpose of office procedure regarding circulation of files, the order of precedence of the Members should be as decided by the Chairman from time to time.

***Office :***

Subject to the overall control of the Chairman of the Commission, the office of the Commission shall be under the control of the Secretary to the Commission, who is the Official Head of the Department. He is responsible for the disposal of all the business of the Commission subject to the General/Special directions of the Chairman/Commission. He has the over all responsibility for efficient working of the office. The Secretary shall be assisted by such number of Deputy Secretaries, Assistant Secretaries and Section Officers etc. as may be decided from time to time. The Secretary would distribute the work amongst the officers as per the order/instructions of the Chairman.

The business of the office is carried on through Divisions. A chart about it, as also the jobs required to be performed are enumerated in Annexure-I.

Normally, each Division shall be headed by a Deputy- Secretary/Assistant Secretary or any other officer as per orders issued in this behalf by the Secretary with the approval of the Chairman/Commission.

It will consist of Sections/Unit(s). A Section may or may not have Unit(s) under it. Each Section shall normally be in charge of a Section Officer and Unit(s) under a Division may normally be headed by an Assistant. However, general control over the staff of such a unit will be of a Section Officer.

Each Section/Unit in a Division shall be given such number of Assistants. U.D.Cs, L.D.Cs/Typists and Class IV staff or any other type of staff as may be required. Stenographer attached to the officer may also be asked to work in a Section/Unit as and when needed. Within the Division, the transfer of the staff will be made by the Division-In charge under whom they work according to the pressure of work. The Secretary or the officer nominated by him would be empowered to make inter-Division transfers. The allotment of work in a Section will be made by the Section Officer with the consultation of the concerned Division Officer In charge.

The General Records Section is repository of all the records of the Commission.

The office of the Commission is served by the General Receipt Section.

There is a Library which contains important publications, magazines, news papers, encyclopedia, reference books and periodicals etc. for the use of the Commission and their office staff only.

The office of the Commission is served by the General Stores.

### **(C) Powers and Duties of the Officers of the Commission**

#### ***Secretary :***

- (1) He is executive Head of the office.
- (2) He is responsible for the prompt and efficient disposal of all the business relating to the office.
- (3) It is his duty to see that the policy and decisions of the Commission are carried out diligently, efficiently and immediately.
- (4) It is his duty to place before the Commission or the Chairman, all relevant facts that have a bearing on a case and to tender his advice before or at the time of passing orders on a case.

- (5) It shall be his duty to resubmit a case to the Commission/Chairman as the case may be, in case any decision or course of action taken by them is contrary to any rule or law or is at variance with the policy hitherto adopted by them.
- (6) He exercises complete supervision and control over the staff.
- (7) He is responsible to see that the members of the staff work efficiently and expeditiously.
  
- (8) It is his duty to visualize and take efficient steps for prompt dispatch of business of the office.

***Deputy Secretary :***

- (1) There are five Deputy Secretaries in the Commission including Controller of Examination and the work as may be distributed by the Chairman will be handled by each of them.
- (2) Secretary can assign additional work beyond regular work in case of exigency in his opinion to expedite work in commission.
- (3) He remains responsible for the efficient and expeditious disposal of the papers of the Sections working under him.
- (4) He shall also consult the Secretary, where a second view at variance to the views already taken needs to be brought on the record.

***Deputy Secretary :***

**Deputy Secretary (Examination)-**

One of the Deputy Secretaries is entrusted with the work of examinations. He arranges efficient and smooth conduct of various examinations of the Commission according to the program prescribed and orders issued by them from time to time. He can also be entrusted with any other work or responsibilities as may be decided by the Chairman/Commission /Secretary.

***Deputy Secretary (Recruitment.)***

One of the D.S. is entrusted with the work of Recruitment Division. He arranges efficient and smooth conduct of various screening tests, interviews etc according to the program prescribed by the Commission from time to time.

***Controller of Examination:***

The Government have created a post of the Controller of Examination (Deputy Secretary Level) in the office of the Commission vide their letter No. F.8(5)DOP/A-II/2004 dated 29-10-2005.

***Deputy Secretary (R.A.S.- Selection Grade) :***

The Government has created a post of the Deputy Secretary (R.A.S. in the Selection Grade) in the office of the Commission vide their letter No. F.8(5)DOP/A-II/2004 dated 13-12-2007.

***Assistant Secretary :***

- (1) He controls and supervises the Sections under him both in regard to the transaction of business and in regard to discipline.
- (2) He instructs the staff under him as to how to deal with the papers and sees that such instructions are carried out and that papers/cases are properly handled.
- (3) It is his duty to check delay, superfluous noting and prolixity of language of notes and drafts and enforce the rigid observance of all rules, orders etc. in regard to all matters and to ensure accuracy in work.
- (4) He shall take appropriate measures to prevent leakage of confidential matters etc.
- (5) He may pass final orders approving proposals which are of routine nature and are in accordance with the required practice and such specific instructions/orders as the Secretary may issue. In other cases on which orders are required he will see that points are clearly and concisely set forth, and will ordinarily express his own views on them.
- (6) He will see that the orders of the Commission and that all relevant points are dealt within the communication to be issued from the office are conveyed completely, accurately and clearly to the party concerned.

- (7) The officer should also take to direct noting, as far as practicable, from their own level instead of waiting for the files to start from the lower levels.
- (8) In extremely important and difficult cases the Assistant Secretary should himself prepare the draft.
- (9) It is a serious reflection on the competence of an officer, if the facts as contained in a note submitted or countersigned by him are found to be inaccurate.

***Research Officer:***

Post converted into the post of Assistant Secretary Now, the existing strength of the Research Division is as follows :-

(a) Deputy Secretary	-	1
(b) Investigator	-	1
(c) Statistical Inspector	-	1
(d) U.D.C	-	1

***Section Officer:***

The Section Officer is an Officer who is in charge of a Section. He is primarily responsible for the general efficiency of the Section in his charge and is directly responsible to the Officer under whom he works for efficient and expeditious dispatch of business at all stages. In the main, his functions will consist of :-

- (1) Distribution of work among his staff,
- (2) Training, helping and advising the staff,
- (3) Co-ordination of the work,
- (4) Ensuring prompt and efficient disposal of work and adoption of proper methods for processing of cases,
  
- (5) Timely submission of Inspection Reports and other required periodical returns,
- (6) Proper maintenance of Receipt Register/Diaries, File Register and other special Registers,
- (7) Ensuring strict compliance with instructions regarding treatment, safeguarding of secret and confidential papers,
- (8) Ensuring that other Section or Divisions are consulted before the issue of any orders where necessary,
- (9) Taking routine action on cases where action could be taken at his level,

- (10) Maintenance of reference books, Office Orders, Section/Unit Note Books etc., up-to date,
- (11) Ensuring strict compliance of the directions or orders passed by higher authorities promptly,
- (12) Ensuring that indexing and recording work is done promptly and properly and recorded files are sent to General Records Section promptly,
- (13) Ensuring that files are submitted properly. He will exercise the following scrutiny in the matter of submission of files :-
- (a) that the note submitted is accurate in all respects,
  - (b) that reference if required, is made in the margin of the note in pencil,
  - (c) that all papers in the file are properly and serially arranged and file-cover neatly tagged on to the appropriate side,
  - (d) that reference if required, is made in the margin of the note in pencil,
  - (e) that the paras are properly numbered, and that the case is submitted on a file board neatly tied over the flaps of the board with the string provided for the purpose in a bow-tie,
  - (f) maintaining order and discipline in the Section,
  - (g) keeping the Section neat and tidy,
  - (h) maintaining a register of movement of the officials going out of the Section during office hours and report abnormal cases to the higher officers affecting office work/discipline for disciplinary action.
  - (i) to maintain the assessment sheets in respect of each of the ministerial staff working in the section/unit under his regularly every month on the following form:-

----- Section  
Assessment Sheet of Shri -----

Name of the month	Work allotted	Work done in brief	Attendance conduct	Remarks by the Section Officer or In charge & his signatures	Remarks of the Officer (designation and his signatures)

The remarks given in the Assessment Sheet should make a mention of the attendance during office hours, conduct and work during the month referring to specific cases for which proper record be maintained. It should be got noted by the concerned clerk. General remarks such as “Fair”, “Satisfactory” or “Good” do not serve the purpose for which these Assessment Sheets are maintained. Failure to maintain Assessment Sheets properly will be treated as negligence on the part of the Section Officer/In charge of his duties and a note thereof will be made at the end of the year in his confidential rolls.

***Assistant/Upper Division Clerk :***

Assistant/U.D.C. work under the orders of the Section Officer and is responsible for the work entrusted to him. Each Assistant/U.D.C. in a Section/Unit is allotted a certain number of subject headings to deal with. His duties mainly are :-

- (j) To maintain the Diary of the daily work performed by him.
- (ii) To examine and put up suitable notes and drafts on cases promptly and submit them to the Section Officer after properly referencing, paragraphing and paging them. In the matter of submission of files, he will also bear in mind the points mentioned in relevant Chapters of the Manual.
- (iii) To ensure that the notes are submitted on files in such manner that they do not end at the bottom of the note sheet, but are approximately spilled over on the next page, so as to enable the Officers to give their orders below the note and in continuation thereof,
- (iv) To ensure that the instructions in the matter of noting and drafting given in the Manual are followed strictly,
- (v) To maintain properly the requisite registers,
- (vi) To keep papers and files in tidy condition,
- (vii) To ensure that files are properly marked for suspense to be brought forward on appropriate dates and to put up reminders, wherever necessary.
- (viii) To ensure that reports/returns, if any, are received/submitted in appropriate time.

(ix) To maintain books/publications connected with his work amended up-to-date,

(x) To generally assist the Section Officer in whatever manner he may desire in the proper functioning of the Section.

***Lower Division Clerk/Typist :***

He is entrusted with the routine duties of maintaining prescribed register, dispatching, indexing and recording of cases. In addition, he should assist the U.D.C./Assistant and the Section Officer in the scrutiny of requisitions, proforma, applications of candidates, preparation of statements, submission of periodical returns, issue of reminders and comparing fair copies. He will also be required to do case working whenever ordered and generally assist the Section Officer in whatever manner he may desire in the proper functioning of the Section.

Officials knowing typing may be called upon to do the typing work in the Section/Unit. He should attend to typing work which should be characterized by speed, accuracy, cleanliness and neatness. He will be held responsible for any mistake or untidiness in fair copying. He should also attend to comparing or other clerical work, when called upon to do so. He should append his initials with date at the left hand bottom corner of all fair copies typed by him.

***Camp Clerk/Stenographer or P.A. :***

The P.A., Stenographer or a Clerk accompanying a Member or an officer on tour will be responsible for the prompt return to his office/section of all work disposed of by the Member or officer. He will himself, as far as possible, draft and type cases, which would otherwise be delayed by their return to office and submit them direct to the Member or Officer, as the case may be, in camp. He must, on no account, consider himself merely as a Post Office for the transmission of files to the office/section, but must endeavor, so far as, he is able to co-operate with the office/section, which he represents in the prompt and efficient disposal of business. He will be assisted by such other staff as may be available in camps.

***Personal Assistant or Private Secretary :***

A Personal Assistant may be posted on the staff of each Member/Secretary. In addition to the duties of Stenographer, he is responsible for the secrecy of the files and other papers submitted to the Member and for their safe return to the officers concerned. He will also attend to the Daily Dak of the Member, if the latter require him to do so and to the tour programs, maintenance of telephone trunk calls, book engagements, etc. unless Member has a Private Secretary for this work. The Personal Assistant will also prepare all bills e.g. traveling allowance, medical bills of the Member and other staff attached to the Member concerned. Where a Private Secretary has been provided with the Member, verification etc. on financial matters shall be made by him. Where no Private Secretary has been provided, the Member may authorize in writing, one of his Personal Assistants to make such verification. Official correspondence connected with the Member's residence, garden, car and other miscellaneous work will also be carried on by the Personal Assistant, if the Member so desires. The Personal Assistant, in the absence of the Private Secretary will also be responsible to maintain discipline among the Ministerial and class IV servants attached to the Member and will see that such staff is kept fully employed. Private Secretaries and Personal Assistants are not the channel of communicating orders of the Members nor are they authorized to note on files over the head of the departmental officers.

Personal Assistants attached to the other officers will also perform all the above mentioned duties and functions in regard to their respective officers.

***Stenographer :***

A Stenographer is generally employed for Stenographic work. He may be called upon whenever necessary to assist in typing work including confidential papers and also in clerical work. A Stenographer attached to Officers may also be required to act as Personal Assistant. The principal duties and responsibilities of a Stenographer are :-

- (i) Taking down dictation in short-hand and its correct transcription;
- (ii) Screening the telephone calls and visitors in tactful manner;
- (iii) Fixing of appointments and where necessary, canceling them;
- (iv) Keeping an accurate list of engagements, meetings etc., and reminding the officer in sufficient time for keeping them up;
- (v) Preserving and maintaining in good order the Confidential Records and other papers in the personal custody;

- (vi) Ensuring that the matters dealt with by the Officer are not lost sight of and are dealt with promptly and in due order;
- (vii) Keeping a note of the movement of files passed by his Office to other Officer.
- (viii) Keeping track of the progress of the actions taken by the Officer concerned on important matters required by his Officer;
- (ix) Destroying by burning his stenographic record of confidential or secret letter after the letter has been typed and issued;
- (x) Familiarizing himself with the practice and procedure followed in connection with the tours of the Chairman and Members of the Commission and Officers;
- (xi) Carrying out corrections to and incorporating amendments, when issued in the reference books of the Chairman/Member/Officer concerned;
- (xii) Maintenance of requisite Registers;
- (xiii) Generally assisting the Chairman/Member/Officer in such manner as he may direct.

***Receptionist :***

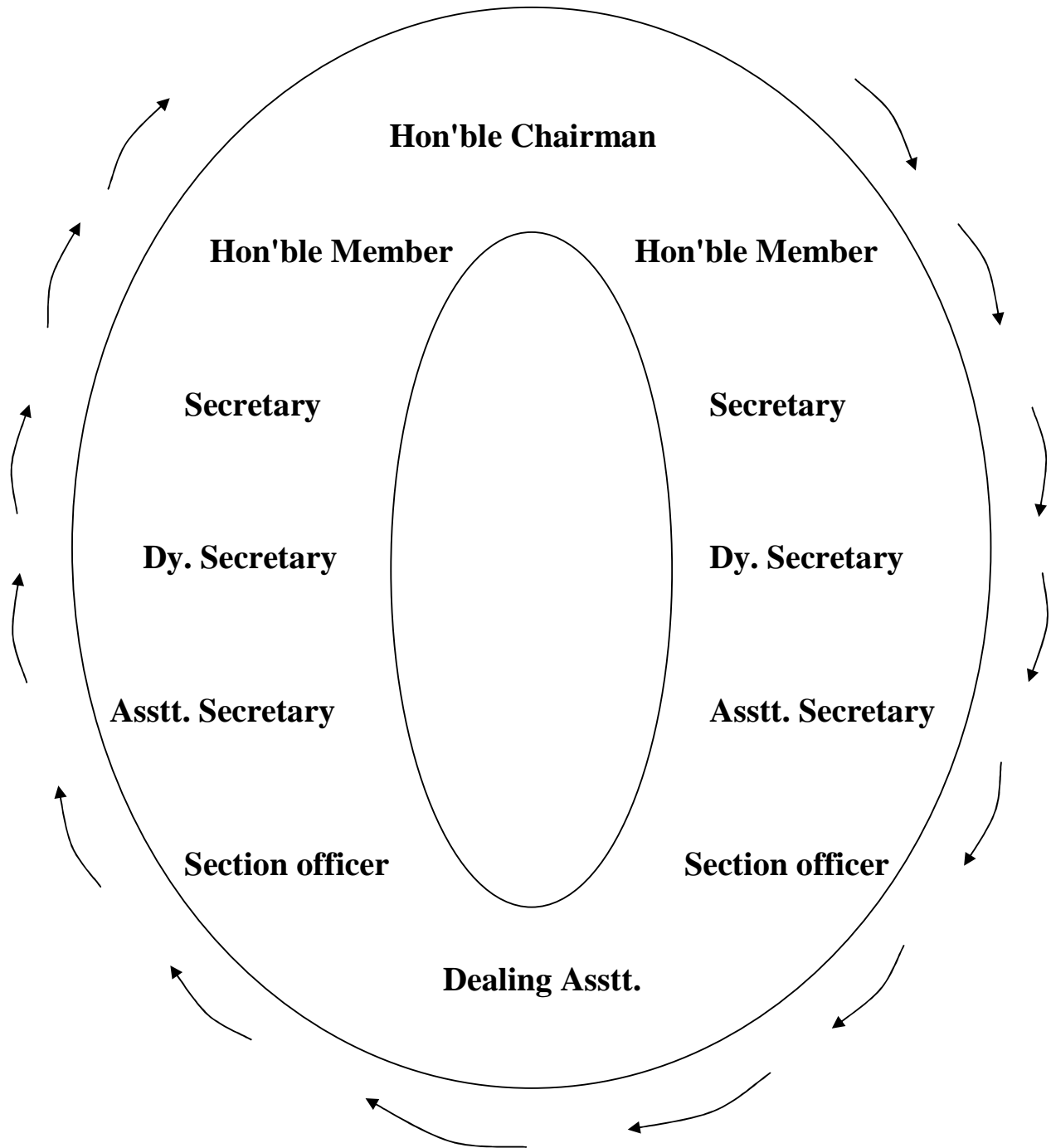
- (1) Attend the enquiries on phone politely.
- (2) Welcomes the visitors and guide them.
- (3) Maintains a register of visitors in a prescribed form.
- (4) Issue of visiting slips to the visitors after due screening.
- (5) Any other work assigned to him by the In charge of the Division.

\*\*\*\*\*

- Note :**
- I Section wise allocation of work among officers is available in Annexure - I
  - II Directory of the Commission and its Staff is available in Annexure - II
    - (A) Bio data of the Commission including the Secretary
    - (B) Staff of the Commission's Secretariat.

# CHART

## Channel of circulation of files



**Comparative statement showing the work done from 2005-06 to 2009-10**

S. No.	Item	Year				
		2005-06	2006-07	2007-08	2008-09	2009-10
<b>1.</b>	<b>Recruitment by examination with or without interview :</b>					
	(1) Examinations held (First/Second Stage)	1	3	3	6	9
	(2) Applications received during the year	32311	269489	741615	1742862	62118
	(3) Old applications dealt with	7513	26473	28559	17773	937386
	(4) Candidates admitted to examinations	5814	295915	741607	1085575	380290
	(5) Candidates appeared at the examinations	2247	262111	331272	830836	281308
	(6) Candidates interviewed	1872	46	238	915	2903
	(7) Candidates selected with or without interview	1802	17	29081	1207	7388
<b>2</b>	<b>Recruitment by interview:</b>					
	(a) No. of screening tests conducted	34	27	42	35	20
	(b) Requisitions received / dealt with	144	127	83	146	108
	(c) Posts advertised during the year	585	99	85	1862	547
	(d) Balance of the previous year's posts	1626	926	530	875	48
	(e) Total number of posts	2211	1025	615	2737	595
	(f) Posts for which recruitment was completed	826	1255	656	1238	842
	(g) Number of applicants	27232	48257	22753	145581	21571
	(h) Candidates interviewed	2460	3504	1737	2611+2*	3098
	(i) Candidates selected	807	1157	625	1082+1*	838
	(j) Candidates recommended from reserve lists	33	153	18	54	32
	(k) State Eligibility Tests for Lectureship conducted (Number of subjects)	20	-	-	-	24
<b>3</b>	<b>Miscellaneous:</b>					
	(I) Promotion (Departmental Promotion Committees)	266 (involving 3013 persons)	264 (involving 2591 persons)	298 (involving 3830 persons)	300 (involving 4047 persons)	312 (involving 5345 persons)
	(II) Regularization of temporary appointments	37	108	22	136	54
	(III) Disciplinary cases and appeals (advice tendered by the Commission)	83	46+3*	42	42	48
	(IV) Amendments to Rules/Schedules considered	77	100	163	225	196
	(V) Writ cases-	-	-	-	-	-
	(a) Received / Pending	2300	1890	2827	2627	2131
	(b) Disposed of by the Courts/Tribunal	826	203	773	496	496
	(VI) Candidates debarred from Commission's examinations	3	8	-	154	
	(VII) Workshops organized	28	30	24	46	11
	(VIII) Information provided under Right to Information Act, 2005	-	-	-	-	-
	(1) Applications Received/Pending	-	233	912	758	1382
	(2) Disposed Of by the Commission	-	117	749	687	1341

**Point No. 4**

**Rules, Regulations, Instructions, Manual and Records for Discharging functions**

**(a) Records concerning with Establishment Section**

- 1. The Rajasthan Service Rules**
- 2. The Rajasthan (C.C.&A.) Rules**
- 3. The Rajasthan Civil Services (Conduct) Rules, 1971**
- 4. The RPSC (Conditions of Service) Regulation 1974**
- 5. The RPSC (Gazetted Staff) Service Rules & Regulation, 1991**
- 6. The RPSC (Ministerial and Sub-ordinate Services) Rules and Regulations, 1999**
- 7. Government Orders/Circulars/instructions issued from time to time.**
- 8. Reservation roster for SC, ST, etc.**
- 9. Office Manual**

**(b) Account Section**

- 1. Rajasthan G.F. and A. Rules**
- 2. Rajasthan Medical Reimbursement and Attendance Rules**
- 3. Government Orders/Circulars/instructions issued from time to time.**
- 4. Rajasthan T.A. Rules**
- 5. Cash Book Register**
- 6. Cheques/Drafts/Postal Order Register**

**(c) Store**

**Rajasthan G.F. and A. Rules**

(d) **Record Section**

**Rules for Recording, Classification, Requisition of files, Weeding and Destruction of Records**

**Point No. 5**

**Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formation of its policy or implementation thereof.**

Since the Commission deals with all matters in accordance with the procedure laid down in the concerning Rules and Regulations. Question of the consultation with the members of the public does not arise. However, consultation with the Department of Personnel, Finance Department and Accountant General, Rajasthan is being sought in discharge of its duties.

**Point No. 6**

**A statement of the categories of documents that are held by it or under its control.**

Rules for Recording, Classification, Requisition of files, Weeding and Destruction of Records are given as follows :-

**PART-I-RECORDING**

1. When action on a file or case has been completed and when no further action is needed, the dealing clerk shall submit such case to the Section Officer/In charge of the Section for closing the case. The file shall be closed, if the Assistant Secretary concerned approves of the same. The classification i.e. the category under which the file be classified shall also be mentioned. All closed files shall be

sent in the Section and shall be sent to the General Record after the close of the year.

## PART II – CLASSIFICATION

2. Recorded files shall ordinarily be classed for the purpose of retention under the following six classes:-

Class O	-	To be retained for less than six months. (The A.S./S.O. will exercise discretion and mention the period for retention of the case- say three months or so).
Class I	-	To be retained for one year.
Class II	-	To be retained for three year.
Class III	-	To be retained for five years.
Class IV	-	To be retained for ten years.
Class V	-	To be retained permanently.

- (i) Cases in which the conduct of officers has been noticed and character rolls maintained by the office will be retained, so long as the officer affected, remains in the service of the Commission.
- (ii) The Assistant Secretary/In charge of the section will exercise his discretion as to the period of retention of files in one or the other of the classes given above, according to the importance of the subject dealt in the files. It is hardly possible to compile an exhaustive list for this purpose, but the following examples are given for guidances:-

(a) *Class O-Less than six month:*

- |                         |                |
|-------------------------|----------------|
| (1) Answer books/OMR    | Three months   |
| Answer sheets after the | declaration of |
| final result.           |                |

(b) Class I-One Year: All files relating to:-

- (1) Requisitions for Application Forms, OMR Application Sheets etc., inquiries from candidates and correspondence in that connection.
- (2) Applications for recruitments to services and posts except applications of those debarred by the Commission (care should, however, be taken that original certificates, if any submitted by the candidates are preserved or returned to them, if their addresses are known).
- (3) Secret marked copies from the date of recommendation.
- (4) Combined advertisement files from the date of notification.
- (5) Inquiries from Union or other State Public Service Commissions and correspondence in that connection.
- (6) Casual leave One year
- (7) Marks Sheets sent by the examiners | → One year after
- (8) Interview sheets | declaration of final result.
- (9) “Roll lists of the After one year from the Screening Tests date of issue of the recommendations”

*(Added vide Notification dated 11-10-91)*

(C) Class II-Three years: All files relating to:-

- (1) Files regarding recruitment by examination.
- (2) Files regarding recruitment by interview.
- (3) Defective requisitions.
- (4) Temporary appointments and extensions thereof.
- (5) Papers regarding petty items about accommodation.

(d) Class III- Five Years: All files relating to:-

- (1) Refund of legal expenses.
- (2) Injury wound, extraordinary pensions and gratuities.
- (3) Disciplinary cases, petitions and appeals, from the date the reply accepting Commission's advice is received.
- (4) Irregular appointment
- (5) Re-employment of retired personnel
- (6) Advertisement charges.

(e) Class IV-Ten years:-

- (1) All files and papers containing important decisions and rulings or orders establishing precedents.
- (2) Files regarding selection and fixation in Subordinate and Ministerial Services.
- (3) Files regarding Integration of Service.
- (4) File Register.
- (5) Roll lists of the results of the various examinations.

**IMPORTANT NOTE:-** The Roll lists, will be the only record to bank upon, when answer books and mark sheets are destroyed, It is therefore a **must that an exhaustive Roll List** in respect of all candidates admitted for examination, be maintained. This must be checked and signed by **some responsible officer** not below the rank of Secretary.

(6) Meeting Register.

**IMPORTANT NOTE:-** The meeting register will be only record available for reference, when selection files and applications are destroyed. It is therefore necessary that meeting register is carefully completed and maintained. It may apart from other contained information regarding Scheduled Caste/Tribe candidates also. The entries of names released from reserve lists from time to time, may also be made therein. The entries in the register must be checked and signed by **Assistant Secretary**.

*\*(Deleted from rule 2(a) and added in rule 2(b) at item Nos. 7 and 8 vide F.C. Decision dated 10 and 11-6-80)*

\*(7) Register of candidates debarred by the Commission.

\*(8) Answer Books and/or applications of the candidates debarred by the Commission.

3. The class under which a file has been classified (vide rule 2) shall invariably be shown on the left hand top corner of the file cover in red ink to indicate the period for which, it is to be retained before sending the file to the General Record.

4. Files, which have to be destroyed after one year shall not be recorded and they shall be destroyed in the section under the orders of the Assistant Secretary concerned on each specific case. The entry in the file register will suffice to trace such cases of temporary nature.
5. Confidential files shall be separately recorded and kept in the section's confidential almirah. Such cases may later be transferred to the General Record, if the Section Officer/In charge concerned considers that they are no more confidential.
6. *Custody of registers:-* The Sectional Registers should be sent to the General Record, when they are no longer required for use in the section:-
  - (i) Receipt and dispatch registers, attendance register and service stamps registers, shall be consigned to the records after one year, and destroyed five years after close of the year to which they relate.
  - (ii) Peon books and casual leave registers shall be destroyed in the section one year after close of the year to which they relate and need not be sent to the General Record.
  - (iii) The registers relating to Accounts Section shall be destroyed as per instructions in General Financial and Accounts Rules.
  - (iv) The following registers shall normally be destroyed at the end of the periods mentioned against each after obtaining the orders of the Assistant Secretary concerned:-

S. No.	Description of the Register or record etc.	Period for which to be preserved
1.	Dealing Clerk's Diary	One year after the receipts entered in the Diary, have been finally disposed of.
2.	Reminder Diary	One year after the close of the year to which it relates.
3.	Movement Register	One year after the close of the year to which it relates.

### **PART III-CONSIGNMENT**

7. *Consignment of files to the General Record:-* The following procedure should be observed for the consignment of files etc. to the General Record:-
- (i) Section Officer/In-charge shall send closed files to the General Record and shall see that from every file sent to the Record Room, the following papers are removed:-
    - (a) Un-necessary brown papers;
    - (b) Explanation of delay, if they do not bear the serial numbers;
    - (c) Rough copies of faired drafts; and
    - (d) Office slips.
  - (ii) Before sending files to the General Record, they shall be sorted out and arranged year wise and number wise. Files of the same year should be arranged and entered in the invoice serially and according to the ascending order of their file numbers. Invoices sent to the General Record shall be prepared head-wise, in serial number correctly and legibly to avoid mistakes and consequent back reference to the sections concerned.
  - (iii) Files shall be sent to the General Record only after they have been finally closed and recorded.
  - (iv) The note portion of the file shall be stitched at the end of the correspondence portion of the file. The order for recording the file should be the last proceeding on the note portion. The Assistant Secretary concerned will sign the order for recording the file.
  - (v) While closing the files, care shall be taken to see that all the serial numbers dealt with on the files are available on them and are serially numbered in red ink

at the top in the middle of the P.U.C. or the letter issued. Similarly, pages of the files shall be marked in blue ink. If by chance, any paper containing a serial number has been returned in original or sent to some other section a note to that effect may be made in the proper place.

- (vi) The Section Officer/In-charge shall see that no action ordered or suggested has been overlooked, that the paper in the recorded files are complete and they include no irrelevant and extraneous papers or other files.
- (vii) The correspondence portion of each file shall be numbered. Similarly, the notes portion shall bear consecutive paragraph and page numbers.
- (viii) All the files intended for consignment to the General Record shall be sent to the Record Keeper with in invoice in duplicate, of which the Performa is reproduced below:-

*INVOICE OF FILES etc. to be consigned to General Record.*

Name of the Section.....  
 year.....

S.No.	File No.	Subject	Note pages	Correspond pages	Group or Class No.	Year of weeding	Remarks
1	2	3	4	5	6	7	8

Date:  
 Section

Signature of the  
 Officer/In charge

- (ix) No loose papers shall be accepted in the General Record, until they are made into files and given regular file number.
- (x) Recorded files requisitioned from the Record Room for reference purpose, should never be reopened to deal with fresh receipts. When the files have been consigned to the Record Room and fresh receipts on the same subject are received, they shall be dealt with in new files to be opened, both the new and recorded files shall be counter-marked (linked) on the file covers on which entries have been provided for.
- (xi) If the files are not received in accordance with the above procedure the Record Keeper shall not accept them.

8. *Destruction or Elimination Registers:-* These will be maintained by the Record Keeper in the Performa given below, in which he shall date wise the numbers of the files which have been weeded out.

*Destruction or Elimination Register of files*

Date	S.No.	File No.	Subject	Date of destruction	Signature of Section Officer	Signature of Assistant-Secretary	Remarks
1	2	3	4	5	6	7	8

9. *Register of files sent out of the Record Room:-*  
This shall be maintained in the Performa given below:-

*Register of files sent out of the Record Room*

Date	S.No.	File No.	Deptt. to which the file belongs	Subject of file	To which department sent	Date of return	Signature of Record Keeper
1	2	3	4	5	6	7	8

#### **PART IV-REQUISITION OF FILES FROM GENERAL RECORD**

10. *Requisition of records:-* (a) No file or paper shall be removed from the General Record, without leaving in its place or requisition slip in the form given below and signed by the persons making requisition and setting forth the purpose for which the paper or volume is required. Any neglect of these instructions shall be brought promptly to the notice of the Assistant Secretary concerned through the Section Officer by the Record Keeper, who shall refuse to comply with a requisition, which is not in the prescribed form. When the file taken out is resorted to its place the requisition slip for it, shall be returned to the Section concerned.

(Form of requisition of record)

**RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER**  
**REQUISITION SLIP**  
**(To be filled in by the Section)**

1. File No.....
2. Subject.....
3. Section to which file belongs.....
4. Section which required the file.....
5. Purpose.....

Initial of the  
Dealing Assistant

Signature of the  
Section Officer  
General Section

---

(To be filled in by the Record Keeper)

6. Whether file is available .....
7. Date of issue of the file.....
8. Date of return of the file.....

Initial of the  
Dealing Assistant

Signature of the  
Section Officer

11. The duties of the Section Officer/In charge of the Record Room in respect of the record.

Kept in the Record Room are to see:-

- (1) that they are properly dusted and kept tidy and that proper precautions are taken for their preservation;
- (2) that no unauthorized person is allowed to enter the Record Room or to have access to the records and the rooms securely locked.
- (3) that requisition for papers, which comply with the rules are strictly carried out.

## PART V-WEEDING

12. Weeding:- Once a year (during May-June) the Record Keeper shall examine the packets and papers on his racks and select cases marked out for weeding during the year. For the sake of convenience, the files shall be taken in the order in which they have been entered in the destruction register. The Record -Keeper shall then make the entries in column No. 6 of the destruction register (Performa as below) and shall authenticate them in column No. 7 He shall also distinctly mark under his signature in the file register and other register, the dates on which the files are physically destroyed. The files and the registers shall then be put up to the Section Officer.

### Elimination or Destruction Register

.....Section

Files to be eliminated or destroyed in 19....20.....

S. No.	File No.	Number of		Notes	Date of destruction	Signature of Record Keeper	Signature of the Section Officer	Remarks
		I Serial	II Pages correspondence					
1	2	3	4	5	6	7	8	9

13. The Record Keeper shall send lists of files, which are to be weeded out to the Sections concerned giving them a fortnight's time to examine the lists and retain any file or files for a longer period, if considered necessary. In case, no reply is received from Section within the prescribed time limit, the list shall be put up to the Assistant Secretary In charge, Record for giving his approval to the destruction of the files as detailed in the list. A duplicate copy of this shall be sent to the section concerned after the files have been destroyed to enable them to discharge the same from their file registers.
14. Files of Confidential nature shall be burnt after they are weeded out. Other files shall be torn into small bits for which labour shall be supplied by the Accounts and Establishment Section. Action for disposing of the Raddi in accordance with rules, if any, shall also be taken by the Accounts and Establishment Section.
15. All weeded out files shall be torn in small bits, so that there may not be any danger of anybody knowing the contents. The small pieces so made shall be mixed up with the ordinary sweeping from the office rooms. The whole lot of these papers thus obtained shall be sold as waste paper. File boards, covers and laces etc. shall be removed and used again. The printed or published old records, books, reports and gazettes etc. may be torn off from the binding and sold as waste paper.
16. Annual Performance Appraisal Reports relating to a deceased employee may be destroyed after a period of two years from the date of his death and that of a retired employee, five years after his date of retirement. \*Like-wise that Annual Confidential Reports, Annual Performance Appraisal Reports of an employee, who has left the service of the Commission may be destroyed after 5 years from the date the employee leaves the service of the Commission.

\*(Added vide amendment dated 27-12-1986)

**Point No. 7**

**A Statement of boards, councils, committees and other bodies constituted as its part.**

No Boards, Councils, Committees and other bodies are constituted. However, following committees are constituted for special assignment, as and when required for;

1. Syllabi Committees for drafting various syllabi prescribed for screening tests /examinations.
2. SET Meetings (Committees are formed at different levels) in association with the UGC New Delhi.
3. Committees of Subject Experts for seeking opinion on discrepancies reported by the candidates.

**Point No. 8**

**The names, designations and other particulars of the  
Public Information Officers.**

Fax : 0145 - 2627643, 2425500  
Telegraphic : "SEVAYOG"

E-mail Address:  
Web site : <http://www.rpsc.gov.in>

S. No.	Name & Designation	Res. Address & Tel. No.
1.	Public Information Officers Shri Ghanshyam Tilwani Deputy Sec.	RPSC, Ghooghra Ghati, Jaipur Road, Ajmer 0145-5151218
2.	Shri R.N. Meena Asstt. Secty. (Asstt. Public Information Officer)	RPSC, Ghooghra Ghati, Jaipur Road, Ajmer 0145-5151254
3.	Smt. Ashok Bala Section Officer (Asstt. Public Information Officer)	RPSC, Ghooghra Ghati, Jaipur Road, Ajmer 0145-5151259

Department Appellate Authority

Dr. K.K. Pathak,  
Secretary,  
Rajasthan Public Service Commission  
Ajmer

## **Point No. 9**

### **Procedure followed in Decision Making Process, including Channels of Supervision and accountability**

The procedure followed in the decision making process.

**Dealing Assistant** :- Opening of a new file on receipt of a proposal and to attend the job of case working as per Office Manual published by the RPSC.

**Section Officer** :- Will Scrutinizes the proposal with all relevant facts, figures and mark the file to Asstt. Secretary with a course of action to be adopted.

**Asstt. Secretary** :- Will suggest the suitability or otherwise of the course of action suggested, and define the same in the light of the existing provisions of Rules or Acts, or take appropriate decision under the delegated powers.

**Deputy Secretary** :- Will review the case with an overall view and submit the file to the secretary for approval of the ultimate course to be adopted on the proposal death is under consideration, or take appropriate decision under the delegated powers.

**Secretary** :- Will decide on the course of action to be taken on a proposal under the delegated powers and, if necessary, will submit the file for final orders of the Commission.

**Point No. 10**

**Directory of Officers and Employees**

Note :- Available in Annexure-II (B)

**Point No. 11**

**The Monthly Remuneration Received by each of its officers  
and employees including the system of compensation as  
provided in Regulations**

Note :- The Information is available in Annexure-II (B)

**Point No. 12****The Budget allocated to each Agency  
(Particulars of all plans, proposed expenditure and reports on  
disbursement made)**

No separate budget allotment is made. The expenses of the PSC are charged on the consolidated Fund of the State. However, details of receipt and expenditure incurred of various items are given below :-

**Budget Allotment for the year****A- Receipts**

S.No.	Source of the Receipts	Amount (Rs. in Lac)
		Year 2010-11
1.	Fees	1133.00
2.	Other Income	485.00
	<b>Total :</b>	<b>1618.00</b>

**B- Expenditure**

S.No.	Item	Amount (Rs. in Lac) Year 2010-11
1.	Salary	<b>722.95</b>
2.	Travelling allowance	8.00
3.	Medical reimbursement	17.61
4.	Office expenses	60.64.
5.	Purchase of new vehicle	7.03
6.	Maintenance of office vehicles	15.22
7.	Payment for professional/special services	799.33
8.	Advertisement	35.00
9.	Sumptuary allowance	0.05
10.	Proper Maintenance of building	0.00
11.	Decretal	0.00
12.	Contract expenses (Vehicle)	0.00
13.	Stationery	3.00
14.	Printing	2.00
15.	Contract Services	74.20
16.	Employee welfare	0.25
17.	Liveries	0.42
18.	Pension Contribution	1.30
	<b>Total :</b>	<b>1747.00</b>

**Point No. 13**

**The manner of execution of subsidy programs**

Not applicable

**Point No. 14**

**Particulars of Recipients of Commissions, permits or  
authorization granted by it**

Not applicable

**Point No. 15**

**Norms Set by it for discharge of its functions**

**Receipt and Dispatch Clark** :- Carrying out the functions entrusted to him on the same day.

**Dealing LDC of the Section** :- Carrying out the functions entrusted to him on the same day.

**Dealing Assistant** :- Up to 5 days for submission of files/cases (as per procedure laid down in the Office Manual)

**Section Officer**  
**Ass. Secretary**  
**Dy. Secretary** } To attend to the work on priority.

**P.S. and P.As.** :- As enumerated in the Office manual.

**Point No. 16**

**Information available in an electronic forms  
on website <http://www.rpsc.gov.in>**

1. Advertisements/Notifications
2. Syllabus prescribed for various competitive examinations/screening tests.
3. Results
4. Centre wise Roll Nos. which are enquired at the time of conducting examinations/screening tests.
5. Corrigendum.
6. Important Press Notes.

**Point No. 17**

**Particulars of the facilities available to citizens for obtaining information**

RPSC Website <http://www.rpsc.gov.in>

RPSC E-mail

RPSC Notice Board & enquiry

## **Point No. 18**

### **Other Useful information**

All information desired by the public are made available in accordance with the provisions contained in the RTI Act, 2005 and the procedure laid down in the Act, subject to the condition that, the provisions of Article 323 of the Constitution of India should not be violated.

#### **Provision of Article 323 - Reports of PSCs :-**

- (1) It shall be the duty of the Union Commission to present annually to the President a report as to the work done by the Commission and on receipt of such report the President shall cause a copy thereof together with a memorandum explaining as respects the cases, if any, where the advice of the Commission was not accepted, the reasons for such non-acceptance to be laid before each House of Parliament.
- (2) It shall be the duty of a State Commission to present annually to the Governor<sup>1(\*\*\*)</sup> of the State a report as to the work done by the Commission and it shall be the duty of a Joint Commission to present annually to the Governor<sup>1(\*\*\*)</sup> of each of the States the needs of which are served by the Joint Commission a report as to the work done by the Commission in relation to that State, and in either case the Governor<sup>2(\*\*\*)</sup> shall, on receipt of such report cause a copy thereof together with a memorandum explaining as respects the cases, if any where the advice of the Commission was not accepted, the reasons for such non acceptance to be laid before the Legislature of the State.

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# **ANNEXURES**

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## Annexure-I

### Section wise allocation of work among officers

#### R.T.I. Section

<b>S. No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. Ghanshyam Tilwani	Deputy Secretary (Public Information Officer)
2.	Sh. R.N. Meena	Asstt. Secretary (Asstt. Public Information Officer)
3.	Smt. Ashok Bala	Section Officer (Asstt. Public Information Officer)

#### **Work assigned to the RTI Section :-**

To provide information to the persons on their requests under the provisions of “Right to Information Act, 2005”.

Note :- The Section shall made available to the public, all information required in accordance with the provision of Rules and procedure laid down in the RTI, Act, 2005 and such information shall be disseminated on website.

In providing information the section will keep in view also the restriction and provisions enumerated in the Office Manual and Article 323 of the Constitution of India, as well.

# Administrative Division

## (1) Establishment Section

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh.C.L.Daiyma (RAS)	Dy. Secretary
2.	Sh. Anil Mathur	Asstt. Secretary
3.	Sh. Ashoka Nand Tripathi	Section Officer

### **Work assigned to the Establishment Section :-**

- (a) All service matters related to Members, Officers and Staff, excluding preparation of bills
- (b) Training of Staff.
- (c) Duties allotment of Class IV Employees.
- (d) Full Commission's meetings

**(2) Accounts Section**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. R.L.Solanki	Dy. Secretary
2.	Sh. Shailendra Parihar	A.O.
3.	Vacant	A.A.O.
4.	Sh. Suresh Sethi	Accountant
5.	Sh.Munna Lal Dudani	Accountant
6.	Sh. Radha Krishna Sharma	Jr. Accountant
7.	Sh. Mahaveer Prasad Pareek	Jr. Accountant
8.	Sh. Shyam Sunder Agrawal	Jr. Accountant
9.	Sh. Suresh Kumar Maheshwari	Jr. Accountant

**Work assigned to the Account Section :-**

- (a) Preparation of bills.
- (b) Budget.
- (c) Matter connected with all payments & Audit.
- (d) Sale of application forms.

## **Examination Division**

### **Section (A)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. R.L. Solanki	Dy. Secretary
2.	Sh. S.S.Chouhan	Asstt. Secretary
3.	Sh. Sushil Jain	Section Officer

### **Section (B)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. C.L. Daiyma (RAS)	Dy. Secretary
2.	Sh. S.S. Chouhan	Asstt. Secretary
3.	Sh. Ram Dayal Meena	Section Officer

### **Section (C)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. C.L. Daiyma (RAS)	Dy. Secretary
2.	Smt. Geeta	Asstt. Secretary
3.	Sh. O.P.Gupta	Section Officer

### **Section (D)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. C.L.Daiyma (RAS)	Dy. Secretary
2.	Smt. Geeta	Asstt. Secretary
3.	Sh. Harish Tanwar	Section Officer

### **Work assigned to the Examination Section:-**

- (i) Scrutiny of requisitions, issue of Notifications and making out a program for examinations and interview, examination reforms. Co-ordination of examinations, screening tests and all interviews so that there may not be any overlapping.
- (ii) Scrutiny, scanning and sorting of O.M.R. Application Sheets centre-wise and subject-wise and assessing the number of candidates appearing for examination in each centre wise and subject wise.
- (iii) Accounting of fee and preparation of records of each examination & issue of call letters to candidates for examination.
- (iv) Organizing of examination centers, fixing Superintendents, Invigilators etc. and conducting of examination and dispatching answer scripts to Special Division.
- (v) Organizing and conducting interviews and issue of final recommendations to Appointing Authority.

## **Recruitment Division**

### **Section (A)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. S.N. Nawal	Dy. Secretary
2.	Sh. H.C. Kothari	Asstt. Secretary
3.	Sh. Pooran Chand Sharma	Section Officer

### **Section (B)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. S.N. Nawal	Dy. Secretary
2.	Sh. H.C. Kothari	Asstt. Secretary
3.	Sh. Mohan Khatri	Section Officer

### **Section (C)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. S.N. Nawal	Dy. Secretary
2.	Smt. Ranjana Mathur	Asstt. Secretary
3.	Sh. Rajendra Prasad	Section Officer

### **Section (D)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. S.N. Nawal	Dy. Secretary
2.	Sh. H.C. Kothari	Asstt. Secretary
3.	Sh. Mahendra Kumar Mittal	Section Officer

### **Work assigned to the Recruitment Section :-**

- (i) Scrutiny of requisitions, Issues of notification, Scrutiny and Scanning of O.M.R. Application Sheets, accounting of fee and preparation of necessary records for short listing or and for interview. Sending call notices for Screening Test and Interview.
- (ii) Conducting of Screening Tests, if any, including fixing of centers and dispatching the answer scripts to Special Division.
- (iii) Interview program for conducting of interviews.
- (vi) Tabulation /preparation of the results of interview and sending recommendations to the Appointing Authority.

## Service Division

### Departmental Promotion Committies Section (D.P.C.)

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. C.L. Daiyma (RAS)	Dy. Secretary
2.	Sh. G.N.Agarwal	Asstt. Secretary
3.	Sh. B.K. Sharma	Section Officer

### Rules Section

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. C.L. Daiyma (RAS)	Dy. Secretary
2.	Sh. G.N. Agarwal	Asstt. Secretary
3.	Sh. M.L. Gaur	Section Officer

### Extension Cell

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. C.L. Daiyma (RAS)	Dy. Secretary
2.	Sh. G.N.Agarwal	Asstt. Secretary
3.	Sh. B.K. Sharma	Section Officer

**Work assigned to the Service Division :-**

- (a) Service Rules-new and amendments thereto.
- (b) Follow up of DPC cases, their scrutiny, arranging DPC meetings, examination of minutes of DPC meetings, if required, conveying approval of the Commission to the DPC meetings.
- (c) Approval to the temporary and *ad hoc* appointments against both direct and DPC meetings.
- (d) Recognition of educational qualifications.
- (e) Extraordinary pension and legal charges reimbursement .

**Departmental Enquiry**  
**&**  
**Legal Cell**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Dr. Raj Kumar Bhagat (RHJS)	Legal Advisor
2.	Sh. Ghanshyam Tilwani	Deputy Secretary
3.	Sh. Ram Narayan Meena	Asstt. Secretary
4.	Sh. Dharmveer Gehlot	Section Officer

**Work assigned to the Departmental Enquiry & Legal Cell :-**

- (a) Disciplinary cases and Appeals.
- (b) Court cases.
- (c) Cases of forged/tampered documents and pying/  
misbehavior in the examination centers.

## **SET SECTION**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Prof. T.K. Mathur	Member Secretary
2.	Sh. Anil Kumar Mathur	Asstt. Secretary
3.	Smt. Mohini Sadhwani	Section Officer

### **Work assigned to the Set Section :-**

To conduct State Eligibility Test for College/ University Lectureship as per guidelines of the University Grant Commission, New Delhi.

## **Research Division**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh.R.L.Solanki	Dy. Secretary
2.	Sh. Jugal Kishore Bansal	Investigator
3.	Sh. Ashok Bhardwaj	Research Assistant
4.	Sh. Lalit Kumar Mattar	Statistical Inspector

### **Work assigned to the Research Division :-**

- (1) Compilation of statistical information in respect of the examinations conducted by the Commission, at the post recruitment stage.
- (2) Review on the performance of the candidates in different examinations.
- (3) Collection of various specific informations from State/Union Public Service Commissions as per requirement of the Commission.
- (4) Supply of information to the UPSC for inclusion in the Half Yearly News letter.
- (5) Preparation of drafts Annual Report of the Commission.
- (6) General correspondence with other PSCs on the matters of mutual interest.
- (7) Preparations to hold Syllabi Committee meetings for review, revision and finalization of syllabi of various subjects prescribed for Examinations and Screening Tests conducted by the Commission.
- (8) Preparation of agenda items and agenda notes for the National Conference of Chairmen, Public Service Commissions.
- (9) Preparation of agenda notes on the matters of mutual interest on the occasion of visit of Chairmen/Members (to other PSCs and also when such dignitaries visit our Commission)

- (10) Objective Type Question Paper- Preparation and supply of sets to the Secret Section for paper setting.
- (11) Visits performed by the Honorable Chairman/Members to the various State PSC's and UPSC making available necessary information for discussion Similarly, dignitaries of other PSCs visit the RPSC- making available information for mutual discussions.
- (12) Compilation of the observations/comments of Experts associated with Interview Board.

**Essential Note :** Year wise extra copies of Annual Reports of the Commission, since its inception should be permanently retained in the Section as well as in the Library, in sufficient number of Hindi & English version A Rs.

## Computer Cell

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Dr. K.K. Pathak	Secretary
2.	Sh. Vinod Thada	Programmer
3.	Sh. Harish Kumar Sharma	Informatic Asstt.
4.	Ms. Mithlesh Rathore	Informatic Asstt.
5.	Smt. Sangita Ramchandani	Informatic Asstt.
6.	Smt. Nisha Swami	Informatic Asstt.
7.	Sh. Kailash Chand	Informatic Asstt.
8.	Sh. Naresh Kumar Sisodiya	Informatic Asstt.

### **Work assigned to the Computer Cell :-**

- (1) Preparation of data by Scanning OMR Application Sheets
- (2) Preparation of Admission Cards, Results and various Statistical information.
- (3) Evaluation of objective type of Answer Sheet
- (4) Information display on website.

## **Co-Ordination & Management Section**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. R.L.Solanki	Dy.Sec.
2.	Ms.Nirmala Barjatya	Asstt. Secretary
3.	Sh.Raj Kumar Jain	Section Officer

### **Work assigned to the Co-Ordination & Management Section :-**

Office co-ordination and management, caretaking, look after the office arrangements, maintenance of office building etc.

## **Dak & Fees Section**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. Ram Charan Lal Meena	Deputy Secretary
2.	Ms. Nirmal Badjatya	Asstt. Secretary
3.	Sh. Sayeed Gyassudin	Section Officer

### **Work assigned to the Dak & Fees Section :-**

Sorting of Dak section wise and distribution of Dak to each Section concerned.

Detachment of fee from application forms regarding duplicate admission cards and fee received in the Right to Information Cell and depositing fee to the Accounts Section.

## **Library**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. Ram Charan Lal Meena	Dy. Secretary
2.	Sh. Kamlesh Kumar Patel	Librarian

## Store Section

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. R.L.Solanki	Dy. Secretary
2.	Sh. Gilya Ram Meena	Section Officer
3.	Sh.Munal Lal Dudani	Accountant

### **Work assigned to the Store Division :-**

- (i) Dealing with purchase of store articles,
- (ii) Printing of forms, application forms, Annual Reports, O.M.R. Sheets and Syllabus etc.
- (iii) Stationery
- (iv) Distribution of store articles to the Sections on their demand.
- (v) Maintenance of furniture's, Printers. OMR, Image Scanner, Computers, Internet Connection, Fax Machine, Phones, Intercom, Typewriters, Risograph Machine, Photo Copier Machine, Air Conditioners, Coolers etc.
- (vi) Write off / Disposal of condemned / unserviceable articles / Raddi.
- (vii) Supply of stationery and store articles for various exams.

## **Record Section**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. R.L.Solanki	Dy. Secretary
2.	Sh. Gilya Ram Meena	Section Officer

### **Work assigned to the Record Section :-**

**To Act according to rules framed for Recording, Classification, Requisition of files, weeding and destruction of records.**

## **Special Division**

### **Secret Section-Recruitment**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. S.N. Nawal	Dy. Secretary
2.	Smt. Ranjana Mathur	Asstt. Secretary
3.	Sh. Mahendra Kumar Sharma	Section Officer

### **Secret Section-Examination**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. Ram Lal Solanki	Dy. Secretary
2.	Sh. I.D. Sharma	Asstt. Secy.
3.	Sh. Suresh Chand Sharma	Section Officer

#### **Work assigned to the Special Division :-**

This Division shall deal with special items regarding selection of candidates.

## Annexure-II (A)

## RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER

## STATEMENT OF THE PERSONNEL OF THE COMMISSION AS ON 02-07-2011

1- Name of the Office : Rajasthan Public Service Commission, Ajmer 2- Address : Jaipur Road, Nr. Ghoogra Ghati, Ajmer  
 3- Telephone No. : 0145-2627696 4- Telegraphic : "SEVAYOG"  
 5- Sanctioned Strength : (Including Chairman) Eight (1+7) 6- Fax Number : 0145-2425500

S. No.	Name	Designation	Qualification	Date of Birth	Date of assuming Charge	Telephone Off./Res.	Previous Post held	Residential Address
1	Prof. B.M. Sharma	Chairman	M.A., Ph.D.,M.B.A.	01-09-50	01-07-11	0145-2627801 0145-2627800	Vice Chancellor, University of Kota, Kota	A-4, Todarmal Lane, Ajmer
2	Shri H.L. Mina	Member	B.E.(Civil) F.I.E.	01-02-50	18-04-08 (F/N)	2627810 2427040	Secretary to the Govt. P.W.D., Rajasthan, Jaipur	A-1, Todarmal Marg, Ajmer
3	Shri. Shiv Pal Singh Nangal	Member	B.Com., LL.B., Diploma in Labour Law and Personnel Management	10-01-52	18-04-08 (A/N)	2427090 9414043227 2426693	Advocate	A-2, Todarmal Marg, Ajmer
4	Shri. Kanhaiya Lal, IPS (Retd.)	Member	M.Com.	02-10-54	18-04-08 (A/N)	2627260 2624861	Superintendent of Police	A-6, Gokhale Lane, Ajmer
5	Dr. P.K.Dashora	Member	M.Sc., Ph.D.	15-09-54	04-07-08 (F/N)	2627126	Associate Professor & Head Department of Agriculture Statistics & Computer Application, Maharana Pratap University of Agriculture & Technology, Udaipur	C-1, Meer Shah Ali Colony, Ajmer
6	Shri Brahm Singh Gujar	Member	B.Com., LL.B.	05-11-54	04-07-08 (A/N)	2627385 2627285	Advocate	D-7, Near Commissioner's Office, Jaipur Road Ajmer
7	Vacant							
8	Vacant							
9	Dr. K.K. Pathak, IAS	Secretary	M.A.(Philosophy) Ph.D.(Philosophy)	11-08-73	08-09-2010	0145-2627643	Collector & D.M., Churu	C-2, Meer Shah Ali Colony, Ajmer

<b>Directory of officers and Employees of R.P.S.C., Ajmer</b>			
<b>क्र०सं०</b>	<b>वृद्धि भोगी का नाम</b>	<b>पदनाम</b>	<b>रनिंग पे-बैंड</b>
1	Sh. K.K. Pathak (IAS)	Secretary	15600-39100
2	Sh. Raj Kumar Bhagat (RHJS)	Legal Advisor	57700-70290
3	Sh. Chiranji Lal Daiyma(RAS)	Deputy Secretary	15600-39100
4	Sh. Ram Charan Lal Meena	Deputy Secretary	15600-39100
5	Sh. Ram Lal Solanki	Deputy Secretary	15600-39100
6	Sh. Shakti Naryan Nawal	Controller of Exam	15600-39100
7	Sh. Ghanshyam Tilwani	Deputy Secretary	15600-39100
8	Sh. (Prof) Tej Kumar Mathur	Mem. Secretary (Set)	18000 (Fixed Pay)
9	Sh.Shailendra Kumar Parihar	Senior A.O.	15600-39100
10	Mrs. Geeta	Assistant Secretary	15600-39100
11	Sh. Ishwari Dutt Sharma	Assistant Secretary	15600-39100
12	Sh. Govind Narain Agarwal	Assistant Secretary	15600-39100
13	Mrs. Ranjana Mathur	Assistant Secretary	15600-39100
14	Sh. Hukmi Chand Kothari	Assistant Secretary	15600-39100
15	Sh. Ram Narayan Meena	Assistant Secretary	15600-39100
16	Sh. Shiv Shankar Chouhan	Assistant Secretary	15600-39100
17	Sh. Anil Kumar Mathur	Assistant Secretary	15600-39100
18	Ms. Nirmala Badajataya	Assistant Secretary	15600-39100
19	Sh. Bhairu Lal Khatik	Private Secretary	15600-39100
20	Sh. Ashok Kuamr Sharma	Private Secretary	15600-39100
21	Sh. Ladu Lal Jain	Private Secretary	15600-39100
22	Sh. Michel John	Private Secretary	15600-39100
23	Ms. Janki Chanchalani	Private Secretary	15600-39100
24	Ku. Sangita Jain	Private Secretary	15600-39100
25	Vacant	A.A.O.	15600-39100
26	Sh.Kamlesh Kumar Patel	Librarian	15600-39100
27	Vinod Kumar Thada	Programmer	9300-34800
28	Sh. Raj Kumar Jain	Section Officer	9300-34800
29	Sh. Rajendra Prasad	Section Officer	9300-34800
30	Sh. Pooran Chand Sharma	Section Officer	9300-34800
31	Mrs. Ashok Bala	Section Officer	9300-34800
32	Mrs. Mohini Sadhwani	Section Officer	9300-34800
33	Sh. Mahendra Kumar Mittal	Section Officer	9300-34800
34	Sh. Mohan Khatri	Section Officer	9300-34800
35	Sh. Mahendra Kumar Sharma	Section Officer	9300-34800
36	Sh. Ram Dayal Meena	Section Officer	9300-34800
37	Sh. Harish Chand Tanwar	Section Officer	9300-34800
38	Sh. Madan Lal Gaur	Section Officer	9300-34800
39	Sh. Suresh Chand Sharma	Section Officer	9300-34800
40	Sh. Gilya Ram Meena	Section Officer	9300-34800
41	Sh. Bal Krishna Sharma	Section Officer	9300-34800
42	Sh. Ashoka Nand Tripathi	Section Officer	9300-34800

43	Sh. Om Prakash Gupta	Section Officer	9300-34800
44	Sh.Dharmveer Gehlot	Section Officer	9300-34800
45	Sh. Sushil Chand Jain	Section Officer	9300-34800
46	Sh. Sayed Gyasuddin	Section Officer	9300-34800
47	Sh. Chanana Ram	Sr.P.A.	9300-34800
48	Sh. Ashok Kumar Bhardwaj	Research Assistant	9300-34800
49	Suresh Chand Jain(Sethi)	Accountant	9300-34800
50	Sh. Munna Lal Dudani	Accountant	9300-34800
51	Jugal Kishore Bansal	Statistical Assistant	9300-34800
52	Sh.Radha Krishna Sharma	Junior Accountant	9300-34800
53	Sh. Mahaveer Prasad Pareek	Junior Accountant	9300-34800
54	Sh.Suresh Kumar Maheshwari	Junior Accountant	9300-34800
55	Sh. Shyam Sunder	Junior Accountant	9300-34800
56	Sh. Ramesh Chand Tinkar	A.S.O.	9300-34800
57	Sh. Mahesh Chand Meena	A.S.O.	9300-34800
58	Sh. Satya Prakash Airon	A.S.O.	9300-34800
59	Sh. Gabbar Singh Negi	A.S.O.	9300-34800
60	Sh. Ramesh Tahilyani	A.S.O.	9300-34800
61	Sh. Mohan Lal Sharma	A.S.O.	9300-34800
62	Sh. Mansingh Tanwar	A.S.O.	9300-34800
63	Sh. Mohan Lal Nayak	A.S.O.	9300-34800
64	Sh. Nand Kishor Saraswat	A.S.O.	9300-34800
65	Sh. Ramphool Koli	A.S.O.	9300-34800
66	Sh. Devi Singh Chouhan	A.S.O.	9300-34800
67	Sh. Narendra Kumar Pandey	A.S.O.	9300-34800
68	Sh. Anil Kumar Garg	A.S.O.	9300-34800
69	Sh. Shiv Ratan Soni	A.S.O.	9300-34800
70	Sh. Ajay Singh Chouhan	A.S.O.	9300-34800
71	Sh. Poonam Chand Kachhawah	A.S.O.	9300-34800
72	Sh. Sunil Pachouri	A.S.O.	9300-34800
73	Sh. Sukant Kumar Bhatt	A.S.O.	9300-34800
74	Sh. Satya Narain Sharma	A.S.O.	9300-34800
75	Sh. Ramkishan	A.S.O.	9300-34800
76	Mrs. Rajkumari Sharma	A.S.O.	9300-34800
77	Sh. Mahveer Prasad Ramawat	A.S.O.	9300-34800
78	Sh. Vijay Krishna Purohit	A.S.O.	9300-34800
79	Sh. Chunni Lal Sharma	A.S.O.	9300-34800
80	Sh. Sunil Ranka	A.S.O.	9300-34800
81	Sh. Hari Singh Bhati	A.S.O.	9300-34800
82	Sh. Prem Prakash Agarwal	A.S.O.	9300-34800
83	Sh. Assan Manglani	A.S.O.	9300-34800
84	Sh. Chaina Ram Panwar	Personal Assistant	9300-34800
85	Mrs. Chitra Jainani	Personal Assistant	9300-34800
86	Sh. Lalit Kumar Mattar	Statistical Inspector	9300-34800
87	Sh.Subrat Sanyal	Legal Assistant	9300-34800
88	Sh. Harish Kumar Sharma	Informatics Assistant	9300-34800
89	Ms.Mithlesh Rathore	Informatics Assistant	Fixed Pay
90	Smt. Sangeeta Ramchandani	Informatics Assistant	Fixed Pay

91	Smt.Nisha Swami	Informatics Assistant	Fixed Pay
92	Sh.Naresh Kumar Sisodiya	Informatics Assistant	Fixed Pay
93	Sh.Kailash Chand	Informatics Assistant	Fixed Pay
94	Sh. Jai Narayan Maloo	U.D.C.	9300-34800
95	Sh. Ramesh Sharma	U.D.C.	9300-34800
96	Mrs. Manorama Singh	U.D.C.	9300-34800
97	Sh. Ramdev Siroya	U.D.C.	9300-34800
98	Sh. Radheyshyam Thathera	U.D.C.	9300-34800
99	Sh. Ajay Kapoor	U.D.C.	9300-34800
100	Sh. Prem Chand Jodhani	U.D.C.	9300-34800
101	Sh. Prakash Parcha	U.D.C.	5200-20200
102	Sh. Tara Chand	U.D.C.	9300-34800
103	Sh. Vijay Singh Solanki	U.D.C.	5200-20200
104	Sh. Sushil Kumar Bhatnagar	U.D.C.	9300-34800
105	Sh. Kailash Chand	U.D.C.	5200-20200
106	Sh. Rajesh Kumar Bhatnagar	U.D.C.	9300-34800
107	Sh. Shiv Shankar Kachhawa	U.D.C.	9300-34800
108	Sh. Puran Chand Meena	U.D.C.	5200-20200
109	Sh. Chhotu Lal Meena	U.D.C.	5200-20200
110	Mrs. Sunita Rawat	U.D.C.	5200-20200
111	Sh. Ashok Kumar	U.D.C.	5200-20200
112	Sh. Sayar Mal Kumahar	U.D.C.	5200-20200
113	Sh. Jagdish Ramchandani	U.D.C.	5200-20200
114	Sh. Rajesh Kuamr Meena	U.D.C.	5200-20200
115	Sh. Jeetendra Kumar Udai	U.D.C.	5200-20200
116	Sh. Prakash Chand Ojha	U.D.C.	5200-20200
117	Sh. Bhura Lal Daroga	U.D.C.	9300-34800
118	Sh. Shankar Lal Kumawat	U.D.C.	9300-34800
119	Mrs. Meera Vatwani	U.D.C.	5200-20200
120	Sh. Mahesh Kumar Vyas	U.D.C.	5200-20200
121	Sh. Chetan Kumar Dixit	U.D.C.	5200-20200
122	Sh. Naurat Mal Sharma	U.D.C.	5200-20200
123	Sh. Kishori Lal Mali	U.D.C.	5200-20200
124	Mrs. Santosh Pathak	U.D.C.	5200-20200
125	Sh. Gouri Shankar Janagal	U.D.C.	5200-20200
126	Sh. Sanjay Kumar Gupta	U.D.C.	5200-20200
127	Mrs. Sunita Mundra	U.D.C.	5200-20200
128	Sh. Ravi Kumar Bohra	U.D.C.	5200-20200
129	Mrs. Ganga Lalwani	U.D.C.	5200-20200
130	Sh. Harish Chand Verma	U.D.C.	5200-20200
131	Sh. Purshottam Verma	U.D.C.	5200-20200
132	Sh. Dayakar Sharma	U.D.C.	5200-20200
133	Sh. Vishnu Swaroop Sharma	U.D.C.	5200-20200
134	Sh. Vijay Singh	U.D.C.	5200-20200
135	Mrs. Neelam Sharma	U.D.C.	9300-34800
136	Mrs. Maya Ranchandani	U.D.C.	5200-20200
137	Mrs. Tara Gyanchandani	U.D.C.	5200-20200
138	Sh. Narendra Singh Negi	U.D.C.	5200-20200

139	Sh. Dharmendra Kumawat	U.D.C.	5200-20200
140	Sh. Ankush Arora	U.D.C.	5200-20200
141	Sh. Devi Lal	U.D.C.	5200-20200
142	Sh. Dinesh Kumar Singodia	U.D.C.	5200-20200
143	Mrs. Premlata Pholwari	U.D.C.	5200-20200
144	Sh. Kishan Singh	U.D.C.	5200-20200
145	Sh. Jaswant Verma	U.D.C.	5200-20200
146	Ms. Tulsan Konani	Catloguer	5200-20200
147	Sh. Bhanwar Lal Mehrada	L.D.C.	5200-20200
148	Sh. Ramesh Chand Solanki	L.D.C.	5200-20200
149	Sh. Satya Narayan	L.D.C.	5200-20200
150	Sh. Pratap Singh Meena	L.D.C.	5200-20200
151	Sh. Gopal Lal Moyal	L.D.C.	5200-20200
152	Sh Sunil Kumar	L.D.C.	5200-20200
153	Sh Ajeet Singh	L.D.C.	5200-20200
154	Sh. Naman Sharma	L.D.C.	5200-20200
155	Ku. Rinku Rathi	L.D.C.	5200-20200
156	Ku. Ruchika Mathur	L.D.C.	5200-20200
157	Sh. Surendra Singh Chandawat	L.D.C.	5200-20200
158	Sh. Kamal Rijhwani	L.D.C.	5200-20200
159	Sh. Harendra Singh Rathore	L.D.C.	5200-20200
160	Sh. Shish Raj Meena	L.D.C.	Fixed Pay
161	Sh. Ratan Lal	Driver	5200-20200
162	Sh. Laxmi Narain	Driver	5200-20200
163	Sh. Gopal Singh	Driver	5200-20200
164	Sh. Satya Narayan Rathore	Machineman	5200-20200
165	Sh. Norat Mal	Machineman	5200-20200
166	Sh. Hari Singh	Jamadar	5200-20200
167	Sh. Madan Lal	Jamadar	5200-20200
168	Sh. Mohan Singh	Jamadar	5200-20200
169	Sh. Dalla Ram	Jamadar	5200-20200
170	Sh. Surendra Kumar Dhanka	Jamadar	4750-7440
171	Sh. Bajrang Singh	Daftari	5200-20200
172	Sh. Manwar Hussain	Daftari	5200-20200
173	Sh. Padam Singh	Daftari	5200-20200
174	Sh. Basant Kumar	Book Lifter	5200-20200
175	Sh. Khyali Ram	Bandal Lifter	5200-20200
176	Sh. Munna Lal	Class IV	5200-20200
177	Sh. Gopal Singh Purohit	Class IV	4750-7440
178	Sh. Suresh Kumar	Class IV	5200-20200
179	Sh. Mahesh Chand Songara	Class IV	4750-7440
180	Sh. Ashok Kuamr Bhati	Class IV	4750-7440
181	Sh. Ravi Shankar Parihar	Class IV	5200-20200
182	Mrs. Kamla Bheel	Class IV	4750-7440
183	Sh. Mahesh Kuamr Mahawar	Class IV	4750-7440
184	Sh. Biram Lal	Class IV	5200-20200
185	Sh. Nathu Singh	Class IV	5200-20200
186	Sh. Nand Kishore Singh	Class IV	4750-7440

187	Sh. Guru Dayal Jatav	Class IV	5200-20200
188	Sh. Ravindra Kumar	Class IV	5200-20200
189	Mrs. Lalita Devi	Class IV	4750-7440
190	Sh. Shivraj Rawat	Class IV	4750-7440
191	Mohd. Anwar Khan	Class IV	4750-7440
192	Sh. Hanuman Singh	Class IV	4750-7440
193	Sh. Badri Narain Meena	Class IV	5200-20200
194	Sh. Shankar Lal Parmar	Class IV	4750-7440
195	Sh.Kishan Singh	Class IV	4750-7440
196	Sh.Ram Chandra Babal	Class IV	Fixed Pay
197	Sh.Kailash Nath Sharma	Class IV	Fixed Pay
198	Sh.Ganesh Singh	Class IV	Fixed Pay
199	Sh.Nadan Singh	Class IV	Fixed Pay
200	Smt.Sita Devi	Class IV	Fixed Pay
201	Sh.Mohan Lal Gurjar	Waiter	4750-7440

## **Annexure-III**

### **List of Examinations conducted by the Commission**

#### **Posts are advertised on receipt of requisitions from the Government**

1. Rajasthan State & Subordinate Services Combined Competitive Examination
2. Rajasthan Judicial Service Competitive Examination
3. Rajasthan Forest Service/Rangers (Grade-II) Combined Competitive Examination
4. Assistant Engineer (Civil/Mechanical/Electrical) Combined Competitive Examination
5. Labour Welfare Officer / Labour Inspector Combined Competitive Examination
6. Analyst cum Programmer Competitive Examination
7. Programmer Competitive Examination
8. Legal Assistant Competitive Examination
9. Vidhi Rachanakar Competitive Examination
10. Sub-Inspector of Police Combined Competitive Examination
11. Stenographer Competitive Examination
12. Accountant /Junior Accountant/Tehsil Revenue Accountant Combined Competitive Examination
13. Motor Vehicle Sub-Inspector Competitive Examination
14. Assistant Jailor Competitive Examination
15. Lower Division Clerk Competitive Examination
16. Nurse (Grade-II) Competitive Examination
17. Hostel Superintendent Competitive Examination (For Social Welfare Department)
18. Compounder/Nurse (Junior Grade) Competitive Exam (For Ayurved Department)
19. Senior Teacher (Gr. II) Competitive Examination (For Secondary Education Department).
20. Physical Training Instructor (Grade II) Competitive Examination (For Secondary Education Department)
21. Informatics Assistant Competitive Examination (For Information Technical & Communication Department)
22. Teacher (Grade II-III) Competitive Examination (For Sanskrit Education Department)