

**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

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Vacant	Chairman
2.	Dr. R.D.Saini	Member
3.	Shri S.L.Meena	Member
4.	Dr. K.R.Bagaria	Member
5.	Dr. Shiv Singh Rathore	Member
6.	Smt. Rajkumari Gurjar	Member
7.	Sh. Ramu Ram Raika	Member
8.	Vacant - 01	Member
9.	Shri. P.C. Berwal	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

4. (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.

#### **Organisation 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, organisational 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)	Smt. Deepti Sharma (RAS)	Deputy Secretary
(2)	Sh. B.L. Khatik	Deputy Secretary
(3)	Sh.A.K. Sharma	Deputy Secretary
(4)	Miss Sangeeta Jain	Controller of Exam
(5)	Sh. P.C. Sharma	Deputy Secretary
(6)	Sh. Ashokanand Tripathi	Deputy Secretary
(7)	Sh. Sushil Chand Jain	Deputy Secretary
(8)	Sh. Ramdayal Meena	Deputy Secretary
(9)	Sh. Syed Ghayasuddin	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 convenating 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 Grade pay of Rs. 3200/- 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 Grade Pay is more than Rs. 3200/- 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>
1.	Vacant	Chairman
2.	Dr.R.D.Saini	Member
3.	Shri S.L.Meena	Member
4.	Dr. K.R.Bagaria	Member
5.	Dr. Shiv Singh Rathore	Member
6.	Smt. Rajkumari Gurjar	Member
7.	Vacant-02	Member
8.	Shri P.C. Berwal	Secretary

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

- 1. The objections/complaints/petitions are received by the Public Information Officers (All D.S.(RAS)/D.S./C.E. of 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**

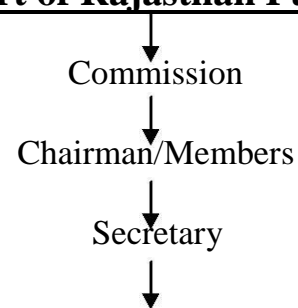
### **Working Hours:**

**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**



L.A. Shri Ravi Kumar Gupta	Dy. Secy. (Admn.) Smt. Deepti Sharma (R.A.S.)	Dy. Secy Sh. B.L. Khatik	Dy. Secy. Sh. A.K. Sharma	C.E. Ms. Sangeeta Jain	Dy.Secy. Sh.P.C.Sharma	Dy. Secy. Sh. A.N. Tripathi	Dy. Secy. Sh. S.C. Jain	Dy. Secy. Sh. R.D. Meena	Dy. Secy. Sh. Syed Ghaya- suddin	S.A (J.D) Sh. Akhilesh Mittal	C.A.O. Smt. Sunita Panwar	--
D.S. ↓ A.S. ↓ S.O. Legal Cell I & II	A.S. ↓ S.O. Establishment Exam Planning A & B ↓ Sr. Librarian ↓ Library	A.S. ↓ S.O. SET & Dak Rectt. A, B, C	A.S. ↓ S.O. Rectt. Secret DPC Rules & Personnel Cell Secy. Sb.	A.S. ↓ S.O. Research & RTI Section	A.S. ↓ S.O. Exam A & D & O & M Section	A.S. ↓ S.O. Legal Cell I & II & Disabled Complaints	A.S. ↓ S.O. Account Section (DDO) & Special Div. (Exam Secret)	A.S. ↓ S.O. Key Validation & Exam B & C	A.S. ↓ S.O. Enquiry & Guest House & Store	ACP ↓ Programmer IT Cell	AAO-I ↓ Accounts	A.S. ↓ S.O. & Scanning



**(C) Strength of the Staff of the Commission's Secretariat**

Sr. No.	Name of Post	No. of Posts		Vacant Posts as on 01-06-18
		01-04-2018	01-06-18	
	<b><u>I-Gazetted</u></b>			
1	IAS Super Time Scale	01	01	-
2	*Secretary	-	-	-
3	Legal Advisor	01	01	-
4	Deputy Secretary (RAS)	01	01	-
5	Member Secretary (SET)	01	01	01
6	Financial Advisor	01	01	-
7	Deputy Secretary	05	06	-
8	Deputy Secretary (Exam)	01	01	-
9	Controller of Examination (Dy. Secy. level)	01	01	-
10	System Analyst	01	01	-
11	Deputy Legal Remembrancer	01	01	01
12	Assistant Secretary	12	16	-
13	Private Secretary	05	05	02
15	Sr. Librarian	01	01	-
16	Section Officer	23	31	**01
17	Assistant Accounts Officer-I	01	01	-
18	Programmer	03	03	-
19	S.L.O.	01	01	01
20	Evaluation Officer	01	01	-
21	Additional Private Secretary	02	02	02
	<b>Total</b>	<b>63</b>	<b>76</b>	<b>08</b>
	<b><u>II-Non-Gazetted</u></b>			
01	Personal Assistant	03	03	03
02	Assistant Accounts Officer-II	02	02	-
03	Jr. Accountant	04	04	01
04	Stenographer	05	05	05
05	J.L.O.	03	03	02
06	Investigator	01	01	01
07	Statistical Inspector	01	01	-
08	Assistant Librarian	01	01	-
09	Assistant Section Officer	38	38	12
10	Store Keeper (UDC with Spl. Pay)	01	01	-
11	Clerk Grade I	44	52	22+**02
12	Informatics Assistant	10	10	01
13	Clerk Grade II	68	88	53

14	Electrician	01	01	01
15	Driver	10	10	02
16	Machine Man	01	01	-
	<b>Total</b>	<b>193</b>	<b>221</b>	<b>105</b>
	<b><u>III- Class IV Servant</u></b>			
01	Jamadaar	05	05	-
02	Daftri	03	03	01
03	Book Lifter	01	01	-
04	Bundle Lifter	01	01	-
05	Class - IV Servant	48	48	05
06	Cycle Sawar			
	Farrash			
	Gate Men			
	Sweeper			
07	Waiter	01	01	-
08	Watchman	01	01	-
	<b>Total</b>	<b>60</b>	<b>60</b>	<b>06</b>
	<b>Grand Total</b>	<b>316</b>	<b>357</b>	<b>119</b>

Note - \* Kept in Abeyance.

\*\* 01 SO & 02 C.G.I employees of R.P.S.C. are on deputation in RSMSSB, Jaipur.

## **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 ASO's., CG I & CG II/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-Incharge 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 Incharge.

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, encyclopaedia, 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 deligently, 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 visualise and take efficient steps for prompt despatch of business of the office.

### ***Deputy Secretary (RAS)***

There is one Deputy Secretary (RAS) in the Commission.

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

- (1) There are eight Deputy Secretaries in the Commission including Controller of Examination and D.S. (RAS) 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 (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 programme 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.

### ***Controller of Examination:***

Controller of Examination (D.S. Level) is entrusted with the work of Recruitment Division. He arranges efficient and smooth conduct of various screening tests, interviews etc according to the programme prescribed by the Commission from time to time.

### ***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.

### ***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 despatch 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 Incharge & 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/Incharge of his duties and a note thereof will be made at the end of the year in his confidential rolls.

### **Assistant Section Officer/ Clerk Grade I:**

Assistant Section Officer/U.D.C. work under the orders of the Section Officer and is responsible for the work entrusted to him. Each Assistant Section Officer /C.G.I 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.

### **Clerk Grade II/Typist:**

He is entrusted with the routine duties of maintaining prescribed register, despatching, indexing and recording of cases. In addition, he should assist the Clerk Grade I/U.D.C./Assistant Section Officer and the Section Officer in the scrutiny of requisitions, proformae, 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 characterised 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 endeavour, 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.

### ***Private Secretary/Additional Private Secretary/Personal Assistant:***

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 programmes, 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. travelling 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 authorise 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 authorised 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.

### ***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 Incharge of the Division.

\*\*\*\*\*

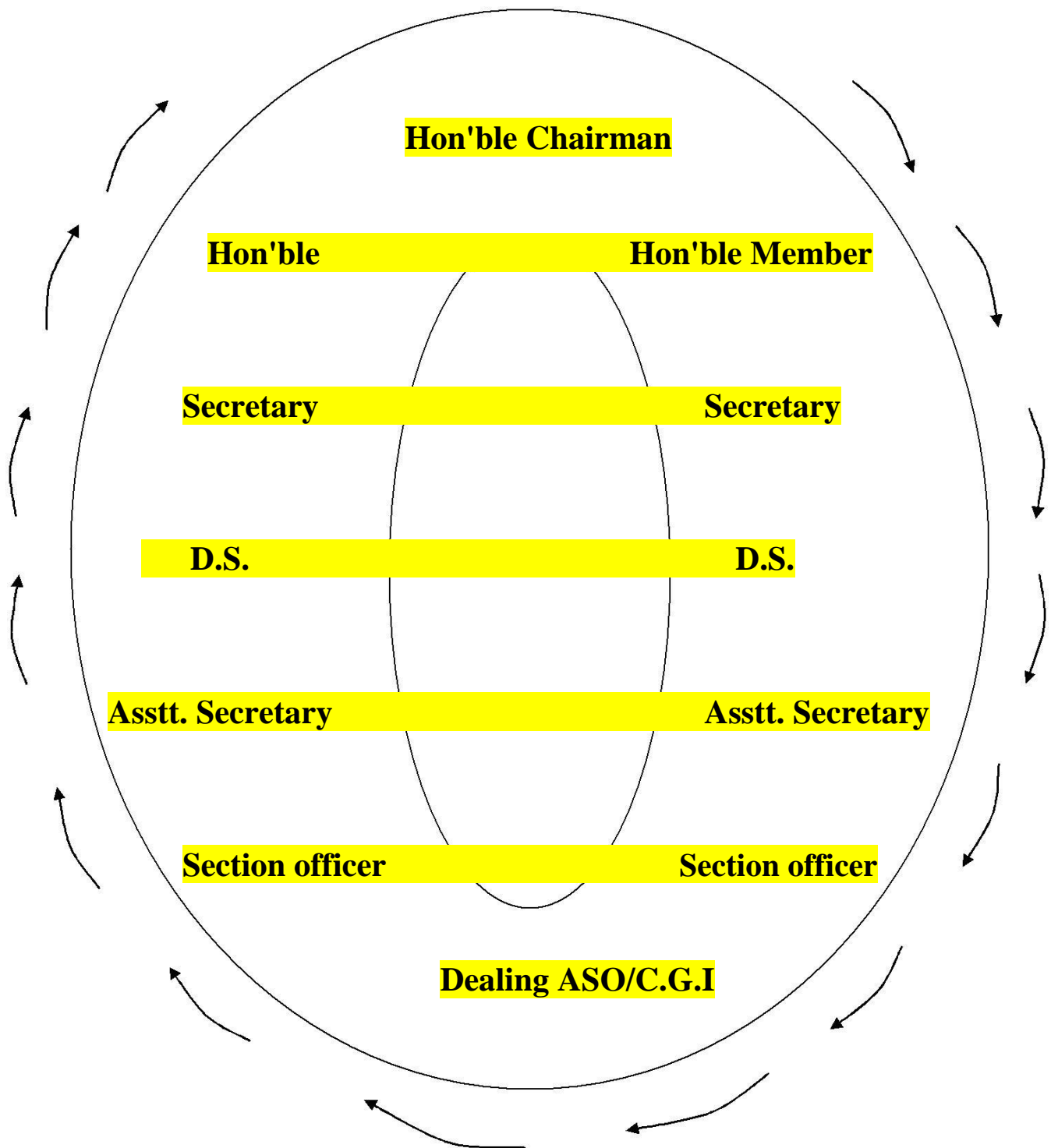
- Note :**
- I Section wise allocation of work among officers is available in Annexure - I
  - II Directory of the Commission and its Staff is available in Annexure - II
    - (A) Bio data of the Commission including the Secretary
    - (B) Staff of the Commission's Secretariat.

**Comparative statement showing the work done from 2009-10 to 2013-14**

S. No.	Item	Years				
		2009-10	2010-11	2011-12	2012-13	2013-14
1.	<b>Recruitment by examination with or without interview :</b>					
	(1) Examinations held (First/Second Stage)	9	15	20	11	16
	(2) Applications received during the year	62118	1047404	1752898	105990	2753659
	(3) Candidates admitted to examinations	380290	914577	1329028	651133	2140432
	(4) Candidates appeared at the examinations	281308	719762	852995	438590	1654594
	(5) Candidates interviewed	2903	1621	2376	2023	416
	(6) Candidates selected with or without interview	7388	5412	8212	10759	250
2	<b>Recruitment by interview:</b>					
	(a) No. of screening tests conducted	20	07	46	33	13
	(b) Requisitions received / dealt with	108	109	28	26	91+11 (old)
	(c) Posts advertised during the year	547	1233	898	411	1293
	(d) Posts for which recruitment was completed	842	2862	981	1141	1023
	(e) Number of applicants	21571	118379	33814	37991	45911
	(f) Candidates interviewed	3098	9333	2506	2617	3121
	(g) Candidates selected	838	2766	880	889	866
	(h) Candidates recommended from reserve lists	32	477	4	18	15
	(i) State Eligibility Test conducted for Lectureship (Number of subjects)	24	-	-	28	-
3	<b>Miscellaneous:</b>					

# **CHART**

## **Channel of circulation of files**



#### **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/Incharge 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/Incharge 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 guidance:-

**(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
  - (8) Interview sheets
  - (9) "Roll lists of the Screening Tests
- One year after declaration of final result.  
After one year from the 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 despatch 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 yearwise and numberwise. 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 proforma 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:					Signature of the Section Officer/Incharge		

- (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 \_\_\_\_\_ Signature of the Dealing  
Assistant 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 \_\_\_\_\_ Signature of the Dealing  
Assistant Section Officer

11. The duties of the Section Officer/Incharge 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 unauthorised 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 Incharge, 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.

Phone No. Office: 0145- 2635200

Fax: 0145 – 2627643, 2425500

Website: <https://rpsc.rajasthan.gov.in>

S.No.	Name & Designation	Tel. No. & Address
	<b>Public Information Officers</b>	
1.	Smt. Deepti Sharma (R.A.S.), D.S. (Administration, Exam Planning Wing, Library)	0145-2635211, RPSC, Ajmer
2.	Sh. Bheru Lal Khatik. D.S. ( Dak, SET & Rectt. wing )	0145-2635235, RPSC, Ajmer
3.	Sh. Ashok Kumar Sharma, D.S. (Recruitment Secret, DPC, Rules & Personnel Cell of Secretary. RPSC )	0145-2635217, RPSC, Ajmer
4.	Ms. Sangeeta Jain. C.E. (Research & RTI )	0145-2635258, RPSC, Ajmer
5.	Sh. P.C. Sharma, D.S. (Exam A & D Section & Cord. and Management section)	0145-2635240, RPSC, Ajmer
6.	Sh. Ashokanand Tripathi, D.S. (Legal Cell I & II Disabled complaints)	0145-2635237, RPSC, Ajmer
7.	Sh. Sushil Chand Jain, D.S. (Accounts (DDO) & Special Div I & II)	0145-2635230, RPSC, Ajmer
8.	Sh. Ram Dayal Meena, D.S. (Exam B & C Section & Key Validation)	0145-2635215, RPSC, Ajmer
9.	Sh. Syed Ghayasuddin, D.S. (Enquiry and Guest house & Store)	0145-2635263, RPSC, Ajmer
10.	Sh. Akhilesh Mittal, S.A. (J.D) (IT Cell)	0145-2635253, RPSC, Ajmer
11.	Smt. Sunita Panwar, C.A.O. (Accounts)	0145-2635231, RPSC, Ajmer
12.	Shri Mahesh Chand Meena, A.S. (Asstt. Public Information Officer)	0145-2635215, RPSC, Ajmer
13.	Shri ChotuLal Meena, S.O. (Asstt. Public Information Officer)	0145-2635241, RPSC, Ajmer

Department Appellate Authority

Shri P.C. Berwal,

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 ASO** :- 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 Scrutinises 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 budge allotment is made. The expences of the RPSC are charged on the consolidated fund of the State. However, details of receipt and expenditure incurred of various items are given below :-

## Income And Expenditure For The Year 2017-18

### A-Receipts

Sr. No.	Source of the Receipts	Amount (Rs In Lakhs)
1	Examination Fees	3.64
2	Other Income	60.90
	<b>Gross Total :</b>	<b>64.54</b>
3	Revenue refund (-)	(-) 85.51
	<b>Net revenue receipts</b>	<b>-20.97</b>
<b>B-Expenditure</b>		
Sr. No	Item	Amount (Rs. In Lakhs)
1	Salary	1302.61
2	Travelling allowance	11.50
3	Medical Reimbursement	10.00
4	Office Expenses	80.66
5	Purchase of new vehicle	6.66
6	Maintenance of office vehicles	22.97
7	Payment for Professional/Special Services	2092.66
8	Advertisement	12.89
9	Guest	0.00
10	Repairs and Maintenance	0.00
11	Decretals	5.00
12	Liveries	1.08
13	Stationery	3.78
14	Printing	4.81
15	Contractual Services	85.00
16	Employee welfare	0.00
17	Computerisation	0.79
18	Construction	0.00
	<b>TOTAL for the Year 2017-18</b>	<b>3647.41</b>

### Point No. 13

#### The manner of execution of subsidy programmes

Not applicable

### Point No. 14

#### Particulars of Recipients of Commissions, permits or authorisation granted by it

Not applicable

### Point No. 15

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

**Receipt and Despatch Clerk/C.G.II :-** Carrying out the functions entrusted to him on the same day.

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

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

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

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

### Point No. 16

**Information available in electronic forms on website: <https://rpsc.rajasthan.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 <https://rpsc.rajasthan.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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## Section wise allocation of work among officers

### R.T.I. Section

S.No.	Name of the officer to whom work assigned	Designation
1.	Miss Sangeeta Jain	C.E.
2.	Sh.Mahesh Chand Meena	Asstt. Secretary
3.	Sh.Chotu Lal Meena	Section 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

S. No.	Name of the officer to whom work assigned	Designation
1.	Smt. Deepti Sharma (RAS)	Dy. Secretary
2.	Sh. Satya Narayan Sharma	Asstt. Secretary
3.	Smt. Sunita Mundra	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) Full Commission’s meetings

### (2) Accounts Section

S. No.	Name of the officer to whom work assigned	Designation
1	Sh. Sushil Chand Jain	Dy. Secretary
2	Smt. Sunita Panwar	C.A.O.
3	Sh. Parmanand Dhanwani	A.A.O-I

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

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

**Examination Division**

**Section (A)**

S. No.	Name of the officer to whom work assigned	Designation
1.	Sh. P.C. Sharma	Dy. Secretary
2.	Sh. Ram Phool Koli	Asstt. Secretary
3.	Sh. Sushil Kumar Bhatnagar	Section Officer
4.	Sh. Sanjay Kumar Gupta	Section Officer (Additional)

**Section (B) & SET SECTION**

S. No.	Name of the officer to whom work assigned	Designation
1.	Sh. R.D. Meena	Dy. Secretary
2.	Sh. Devi Singh Chouhan	Asstt. Secretary
3.	Sh. Ramesh Sharma	Section Officer
4.	Sh. Kishore Lal Mali	Section Officer (Additional)

**Section (C)**

S. No.	Name of the officer to whom work assigned	Designation
1.	Sh. R.D. Meena	Dy. Secretary
2.	Sh. Devi Singh Chouhan	Asstt. Secretary
3.	Sh. Kailash Chand	Section Officer
4.	Sh. Sayar Mal Kumhar	Section Officer (Additional)

**Section (D)**

S. No.	Name of the officer to whom work assigned	Designation
1.	Sh. P.C. Sharma	Dy. Secretary
2.	Sh. Ram Phool Koli	Asstt. Secretary
3.	Smt. Manorama Singh	Section Officer

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

- (i) Preparation of records of each examination.
- (ii) To maintain the Guide Book and Alpha Lists of candidates applied, Examination and Centerwise.
- (iii) To provide the essential material for conducting examinations.
- (iv) To keep the record/material after holding examination such as Attendance Sheets, Centre File, Reports of Centre Supdt., Observer, Flying Squad and Invigilator and Room Charts etc.
- (v) Co-ordination with Computer Cell and Secret Cell for Evaluation and preparation of Results.
- (vi) Scrutiny of Application Forms of successful candidates at different stages.
- (vii) Organising and conducting interviews and issue of final recommendations

to Appointing Authority.

(viii) General correspondence with the State Govt. and candidates.

### **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.

## **Recruitment Division**

### **Section (A)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. B.L. Khatik	Deputy Secretary
2.	Smt. Rajkumari Sharma	Asstt. Secretary
3.	Sh. Bhanwar Singh Panwar	Section Officer

### **Section (B)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. B.L. Khatik	Deputy Secretary
2.	Smt. Rajkumari Sharma	Asstt. Secretary
3.	Sh. Vishnu Swaroop Sharma	Section Officer
4.	Smt. Sunita Rawat	Section Officer (Additional)

### **Section (C)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. B.L. Khatik	Deputy Secretary
2.	Smt. Rajkumari Sharma	Asstt. Secretary
3.	Sh. Vishnu Swaroop Sharma	Section Officer
4.	Smt. Sunita Rawat	Section Officer (Additional)

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

- (i) Preparation of records of each Recruitment post.
- (ii) To maintain the Guide Book and Alpha Lists of candidates applied, Examination and Centerwise.
- (iii) To provide the assential material for conducting Screening Tests.
- (iv) To keep the record/material after holing Screening Tests such as Attendance Sheets, Centre File, Reports of Centre Supdt., Observer, Flying Squad and Invigilator and Room Charts etc.
- (v) Co-ordination with Computer Cell and Secret Cell for Evaluation and preparation of Results.
- (vi) Scrutiny of Application Forms of successful candidates.
- (vii) Organising and conducting interviews and issue of final recommendations to Appointing Authority.
- (viii) General correspondence with the State Govt. and candidates.

## **Exam Planning (A)**

<b>S. No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Smt. Deepti Sharma	Dy. Secretary (RAS)
2.	Sh. Sunil Ranka	Asstt. Secretary
3.	Sh. Jitendra Kumar Udai	Section Officer

### **Work assigned to the Exam Planning Section:-**

- (i) Scrutiny of requisitions received from the State Govt for various Recruitment/ Examinations.
- (ii) Correspondence with the State Govt. in respect of Reservation against the No. of vacancies.
- (iii) preparation of Advertisements for various Examination and Recruitments.
- (iv) To issue notification for Examinations/Recruitments.
- (v) Co-ordination with the Research Cell for Review/Revision/New Draft of Syllabi prescribed.

## **Exam Planning (B)**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Smt. Deepti Sharma	Dy. Secretary (RAS)
2.	Sh.Sunil Ranka	Asstt. Secretary
3.	Sh. Dayakar Sharma	Section Officer

### **Work assigned to the Exam Planning Section:-**

- (i) Preparation of Annual Calendar of Examination/ Screening Tests.
- (ii) Organisation of Examination/Screening Tests.
- (iii) Fixing up of the Centres for Examination/Screening Tests with co-ordination with the District Administration.
- (iv) Despatch of Admission Cards (through Website) with co-ordination with the Computer Cell.
- (v) Interview programme for conducting of interviews.
- (vi) Total co-ordination of examination related work.

## **Service Division**

### **Departmental Promotion Committies Section (D.P.C.)/Extension Cell**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh.Ashok Kumar Sharma	Dy. Secretary
2.	Sh. P.P. Agrawal	Asstt. Secretary
3.	Sh. Harish Chand Verma	Section Officer

## Rules Section

S.No.	Name of the officer to whom work assigned	Designation
1.	Sh. A.K. Sharma	Dy. Secretary
2.	Sh. Rajesh Kumar Bhatnagar	Asstt. Secretary
3.	Smt. Neelam 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.

## Legal Cell-I

S. No.	Name of the officer to whom work assigned	Designation
1.	Sh. A.N. Tripathi	Dy. Secretary
2.	Sh. M.P. Ramawat (Jaipur)	Asstt. Secretary
2.	Sh. Ramdev Siroya (Jodhpur)	Asstt. Secretary
3.	Sh. Rajesh Kumar Meena	S.O.
4.	Sh. Mahesh Kumar Vyas	S.O. (Additional)
5.	Vacant	S.L.O.

## Legal Cell-II

S.No.	Name of the officer to whom work assigned	Designation
1.	Sh. A.N. Tripathi	Dy. Secretary
3.	Sh. Sukant Bhatt	Asstt. Secretary
4.	Sh. Shiv Shankar Kachhawa	Section Officer

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

- (a) Disciplinary cases and Appeals.
- (b) Writ cases.
- (c) Cases of forged/tampered documents and pying/misbehaviour in the examination centres.

## Research Division

S.No.	Name of the officer to whom work assigned	Designation
1.	Miss. Sangeeta Jain	Controller of Examination
2	Sh. Deputy Mohan Bagdi	Evaluation Officer

### **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 information 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 draft 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 finalisation 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 Hon'ble Chairman for paper setting.
- (11) Visits performed by the Honourable Chairman/Members to the various State PSCs and UPSC making available necessary information for discussion similarly, dignitaries of other PSCs visit the RPSC-making available information for mutual discussions.

**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.

## **I.T. Cell**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. Akhilesh Mittal	System Analyst (JD)
2.	Sh. Mukesh H. Mulani	Programmer
3.	Sh. Mohit Sharma	Programmer
5.	Sh. Harish Kumar Sharma	Programmer

### **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.	Smt. Deepti Sharma (RAS)	Dy. Secretary (R.A.S)
2.	Sh. Ajay Singh Chouhan	Asstt. Secretary
3.	Sh. Shankar Lal Kumawat	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 Section**

<b>S. No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. Bheru Lal Khatik	Dy. Secretary
2.	Sh. Mahesh Chand Meena	Asstt. Secretary
3.	Smt. Santosh Pathak	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 received with detailed application forms, fee of correction receives through Online Applications 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.	Smt. Deepti Sharma (RAS)	Deputy Secretary
2.	Sh. Kamlesh Kumar Patel	Sr. Librarian

## **Store Section**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. S.C. Jain	Dy. Secretary
2.	Sh. Syed Ghayasuddin	Asstt. Secretary

### **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, 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. Ajay Kapoor	Section Officer

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

To Act according to rules framed for Recording, Classification, and 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. Ashok Kumar Sharma	Dy. Secretary
2.	Sh. Shiv Ratan Soni	Asstt. Secretary
3.	Sh. Jagdish Ramchandani	Section Officer



## **Secret Section-Examination-I**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1.	Sh. S.C. Jain	Dy. Secretary
2.	Sh. N.K.Saraswat	Asstt. Secretary
3.	Smt. Meera Vatwani	Section Officer

## **Secret Section-Examination-II**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1	Sh. S.C. Jain	Dy. Secretary
2	Sh. N.K.Saraswat	Asstt. Secretary
3	Sh. Prakash Chand Ojha	Section Officer

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

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

## **Secret Section-Scanning**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1	--	Dy. Secretary
2	Sh. S.R. Soni	Asstt. Secretary
3	Sh. Assan Manglani	Section Officer

## **Key Validation**

<b>S. No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1	Sh. R.D. Meena	Dy. Secretary
2	Sh. Suresh Chand Sharma	Asstt. Secretary
3	Sh. Purushottam Verma	Section Officer

## **Guest House**

<b>S.No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1	Smt. Deepti Sharma	Dy. Secretary (R.A.S.)
2	Sh. Ajay Singh Chauhan	Dy. Secretary
3	Sh. Vijay Singh Solanki	Section Officer

## **Enquiry**

<b>S. No.</b>	<b>Name of the officer to whom work assigned</b>	<b>Designation</b>
1	Smt. Deepti Sharma	Dy. Secretary (R.A.S.)
2	Sh. Naurat Mal Sharma	Section Officer

### **Work assigned to the Guest House/Enquiry Division:-**

- (i) To provide necessary information to the candidates.
- (ii) To maintain a register of the visitor and issue them passes to meet the authorities.
- (iii) To provide Boarding and lodging facilities to the Experts.

**RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER**

**STATEMENT OF THE PERSONNEL OF THE COMMISSION AS ON 12-06-2018**

<b>1- Name of the Office :</b>	<b>Rajasthan Public Service Commission, Ajmer</b>	<b>2- Address :</b>	<b>Jaipur Road, Nr. Ghooghra Ghati, Ajmer</b>					
<b>3- Telephone No. :</b>	<b>0145-2635200</b>	<b>4- Telegraphic :</b>	<b>"SEVAYOG"</b>					
<b>5- Sanctioned Strength :</b>	<b>(Including Chairman) Eight (1+7)</b>		<b>6- Fax Number :</b>	<b>0145-2425500</b>				
<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Date of Birth</b>	<b>Date of assuming Charge</b>	<b>Telephone Off./Res.</b>	<b>Previous Post held</b>	<b>Residential Address</b>
1	Vacant	Chairman						
2	Dr. R.D.Saini	Member	M.A. (Hindi), Ph.D	13-04-57	18-06-13 (A/N)	0145-2425653 0145-2627810	Director, Rajasthan Hindi Granth Academy, Jaipur.	A-1, Todarmal Lane, Civil Lines, Ajmer
3	Shri Surjeet Lal Meena	Member	M.A. (Economics)	05-06-59	18-06-13 (A/N)	0145-2420343	Director, Planning (Group-1) Deptt., Govt. of Rajasthan Jaipur.	A-2, Todarmal Lane, Civil Lines, Ajmer
4	Dr. K.R. Bagaria	Member	B.Com., C.A., Ph.D.	01-09-63	18-06-13 (A/N)	0145-2691111 0145-2788231	Vice Chairman, VIT, Jaipur.	76/1/9, Todarmal Lane, Civil Lines, Ajmer
5	Dr. Shiv Singh Rathore	Member	M.Sc. (Geology) (Gold Medalist), Ph.D.	10-02-72	30-01-16	0145-2627385	Self Employed	929/3, Gandhi Pura, B.J.S. Colony, Jodhpur
6	Smt. Rajkumari Gurjar	Member	B.A., B.Ed.	01-10-63	07-12-16	0145-2625441		4/153 SFS Agarwal Form Mansarovar, Jaipur
7	Shri Ramu Ram Raika	Member	B.Sc, M.A (Economics)	05-07-60	04-07-18(A/N)		Joint Director, College Education & Vice Principal	RPSC Guest House, Ajmer
8	Vacant	Member						
9	Shri Prem Chand Berwal	Secretary	B.Com, L.L.B	19-03-62	09-05-18	0145-2627643(O)	Collector, Rajasamand	C-2, Meershad Ali Colony, Ajmer

## Annexeure-II (B)

<b>Directory of Officers and Employees of R.P.S.C., Ajmer</b>			
<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Level No. for the sanctioned posts</b>
1.	Shri P.C. Berwal	Secretary	21
2.	Sh. Ravi Kumar Gupta	Legal Advisor	24
3.	Smt. Deepti Sharma	Deputy Secretary (RAS)	19
4.	Vacant – 1	Member Secretary(SET)	Fixed Pay
5.	Shri Bheru Lal Khatik	Deputy Secretary	19
6.	Shri Ashok Kumar Sharma	Deputy Secretary	19
7.	Ms. Sangeeta Jain	Controller of Exam.	19
8.	Sh.P.C.Sharma	Deputy Secretary	19
9.	Sh. Ashokanand Tirpathi	Deputy Secretary	19
10.	Sh. Sushil Chand Jain	Deputy Secretary	19
11.	Sh. Ram Dayal Meena	Deputy Secretary	19
12.	Sh. Syed Ghayasuddin	Deputy Secretary	19
13.	Smt. Sunita Panwar (CAO)	Financial Advisor	19
14.	Sh. Sunil Bhatia	System Analyst	19
15.	Vacant-01	Deputy Legal Remembrance	18
16.	Shri Suresh Chand Sharma	Assistant Secretary	16
17.	Shri Shiv Ratan Soni	Assistant Secretary	16
18.	Sh. Nand Kishore Saraswat	Assistant Secretary	16
19.	Sh. Devi Singh Chouhan	Assistant Secretary	16
20.	Sh. Ajay Singh Chouhan	Assistant Secretary	16
21.	Sh. Satya Narayan Sharma	Assistant Secretary	16
22.	Sh. Sukant Kumar Bhatt	Assistant Secretary	16
23.	Smt. Rajkumari Sharma	Assistant Secretary	16
24.	Shri Mahaveer Prasad Ramawat	Assistant Secretary	16
25.	Shri Ram Phool Koli	Assistant Secretary	16
26.	Shri Mahesh Chand Meena	Assistant Secretary	16
27.	Shri Assan Manglani	Assistant Secretary	16
28.	Shri Prem Prakash Agarwal	Assistant Secretary	16
29.	Shri Ram Deo Siroya	Assistant Secretary	16
30.	Shri Sunil Ranka	Assistant Secretary	16

31.	Shri Rajesh Kumar Bhatnagar	Assistant Secretary	16
32.	Shri Chanana Ram	Private Secretary	16
33.	Shri Chaina Ram Panwar	Private Secretary	16
34.	Smt. Chitra Jainani	Private Secretary	16
35.	Vacant-2	Private Secretary	16
36.	Shri Kamlesh Kumar Patel	Sr. Librarian	16
37.	Shri Parmanand Dhanwani	AAO-I	12
38.	Sh. Deputy Mohan Bagdi	Evaluation Officer	12
39.	Shri Jitendra Kumar Udai	Section Officer	12
40.	Shri Shiv Shankar Kachhawah	Section Officer	12
41.	Smt. Manorama Singh	Section Officer	12
42.	Sh. Shankar Lal Kumawat	Section Officer	12
43.	Sh. Chotu Lal Meena	Section Officer	12
44.	Smt. Neelam Sharma	Section Officer	12
45.	Shri Ramesh Sharma	Section Officer	12
46.	Shri Sushil Kumar Bhatnagar	Section Officer	12
47.	Shri Bhanwar Singh Panwar	Section Officer	12
48.	Shri Prakash Chand Ojha	Section Officer	12
49.	Shri Vishnu Swaroop Sharma	Section Officer	12
50.	Shri Purshottam Verma	Section Officer	12
51.	Shri Kailash Chand	Section Officer	12
52.	Shri Norat Mal Sharma	Section Officer	12
53.	Smt. Meera Vatwani	Section Officer	12
54.	Shri Jagdish Ramchandani	Section Officer	12
55.	Smt. Sunita Rawat	Section Officer	12
56.	Shri Harish Chand Verma	Section Officer	12
57.	Shri Sayar Mal Kumhar	Section Officer	12
58.	Shri Rajesh Kumar Meena	Section Officer	12
59.	Shri Sanjay Kumar Gupta	Section Officer	12
60.	Smt. Sunita Mundra	Section Officer	12
61.	Smt. Ganga Lalwani	Section Officer	12
62.	Shri Kishori Lal Mali	Section Officer	12
63.	Smt. Santosh Pathak	Section Officer	12
64.	Shri Ravi Kumar Bohra	Section Officer	12

65.	Shri Ajay Kapoor	Section Officer	12
66.	Shri Vijay Singh Solanki	Section Officer	12
67.	Shri Dayakar Sharma	Section Officer	12
68.	Shri Mahesh Kumar Vyas	Section Officer	12
69.	Vacant -*1 (RSMSSB)	Section Officer	12
70.	Vacant-2	Addl. Private Secretary	12
71.	Shri Mukesh H. Mulani	Programmer	12
72.	Shri Mohit Sharma	Programmer	12
73.	Shri Harish Kumar Sharma	Programmer	12
74.	Vacant-01	S.L.O.	12
75.	Vacant-03	Personal Assistant	11
76.	Shri Dinesh Kumar	AAO-II	11
77.	Shri Ashlesh Bhatnagar	AAO-II	11
78.	Shri Narendra Singh Negi	Assistant Section Officer	11
79.	Shri Dharmendra Kumar Kumawat	Assistant Section Officer	11
80.	Shri Jaswant Varma	Assistant Section Officer	11
81.	Smt. Tara Gyanchandani	Assistant Section Officer	11
82.	Smt. Maya Ramchandani	Assistant Section Officer	11
83.	Shri Ashok Kumar	Assistant Section Officer	11
84.	Shri Gouri Shankar Janagal	Assistant Section Officer	11
85.	Shri Kishan Singh	Assistant Section Officer	11
86.	Smt. Premlata Phulwari	Assistant Section Officer	11
87.	Dr. Ankush Arora	Assistant Section Officer	11
88.	Shri Dinesh Kumar Singodiya	Assistant Section Officer	11
89.	Shri Bhanwar Lal Mehrada	Assistant Section Officer	11
90.	Shri Satya Narayan	Assistant Section Officer	11
91.	Shri Ramesh Chand Solanki	Assistant Section Officer	11
92.	Shri Gopal Lal Moyal	Assistant Section Officer	11
93.	Ms. Rinku Rathi	Assistant Section Officer	11
94.	Shri Kamal Rijhwani	Assistant Section Officer	11
95.	Shri Surendra Singh Chandawat	Assistant Section Officer	11
96.	Shri Naman Sharma	Assistant Section Officer	11
97.	Shri Harendra Singh Rathore	Assistant Section Officer	11
98.	Shri Ajeet Singh	Assistant Section Officer	11

99.	Smt. Ruchika Mathur	Assistant Section Officer	11
100.	Shri Sunil Kumar	Assistant Section Officer	11
101.	Vacant-12	Assistant Section Officer	11
102.	Sh. Sunil Kumar Sharma	Jr. Accountant	10
103.	Sh. Mukesh	Jr. Accountant	10
104.	Sh. Sajan Singh Gurjar	Jr. Accountant	10
105.	Vacant-01	Jr. Accountant	10
106.	Vacant – 05	Stenographer	10
107.	Vacant -01	Investigator (A.S.O)	10
108.	Sh. Ashok Kumar (Computer)	Statistical Inspector	10
109.	Sh. Sudhir Kumar Verma	J.L.O.	Fixed Pay
110.	Vacant-02	J.L.O.	10
111.	Ms. Tulsa Konani	Assistant Librarian	10
112.	Shri Prakash Parcha (suspended)	Clerk Gr.-I	8
113.	Sh. Tej Singh Bhati	Clerk Gr.-I	8
114.	Shri Sheeshraj Meena	Clerk Gr.-I	8
115.	Shri Ashok Kumar Bhati	Clerk Gr.-I	8
116.	Shri Mahesh Chand Songara	Clerk Gr.-I	8
117.	Shri Mahesh Kumar Mahawar	Clerk Gr.-I	8
118.	Shri Mohd. Anwar Khan	Clerk Gr.-I	8
119.	Smt. Lalita Devi	Clerk Gr.-I	8
120.	Sh. Jitendra Kumar Sharma	Clerk Gr.-I	8
121.	Sh. Ravi Kumar Vaishnav	Clerk Gr.-I	8
122.	Sh. Rajendra Singh	Clerk Gr.-I	8
123.	Smt. Laxmi Jainani	Clerk Gr.-I	8
124.	Sh. Dilip Singh	Clerk Gr.-I	8
125.	Smt. Bhawna Kishnani	Clerk Gr.-I	8
126.	Sh. Mukut Bihari Sharma	Clerk Gr.-I	8
127.	Sh. Ramniwas	Clerk Gr.-I	8
128.	Smt. Suman Kumari Saini	Clerk Gr. I	8
129.	Smt. Yogita Motiani	Clerk Gr.-I	8
130.	Smt. Deepika Sharma	Clerk Gr.-I	8
131.	Sh. Sandeep Kumar Rathore	Clerk Gr.-I	8
132.	Shri Tarun Kumar	Clerk Gr. I	8

133.	Sh. Raxpal Singh Shekhawat	Clerk Gr.-I	8
134.	Sh. Mohan Lal Yadav	Clerk Gr.-I	8
135.	Shri Vinod Kundara	Clerk Gr. I	8
136.	Shri Gouri Shanker Meghwal	Clerk Gr. I	8
137.	Sh.Devendra Phulwari	Clerk Gr.I	8
138.	Sh. Vikram Singh Sikarwal	Clerk Gr.I	8
139.	Sh. Bhagat Singh Pal	Clerk Gr.I	8
140.	Sh. Ram Chandra Babal	Clerk Gr.I	8
141.	Vacant-22 + *2(RSMSSB)	Clerk Gr.-I	8
142.	Smt. Mayurika Rathore	Informatics Assistant	8
143.	Smt.Shweta Sharma	Informatics Assistant	8
144.	Smt.Rashmi Chaudhary	Informatics Assistant	8
145.	Smt.Akshta Verma	Informatics Assistant	8
146.	Smt.Deepika Sharma	Informatics Assistant	8
147.	Shri Gulshan Dabley	Informatics Assistant	8
148.	Smt. Deepa Tank	Informatics Assistant	8
149.	Shri Pankaj Kumar Sharma	Informatics Assistant	8
150.	Sh. Gaurav Sawariya	Informatics Assistant	8
151.	Vacant-01	Informatics Assistant	8
152.	Shri Pratap Singh Meena	Clerk Gr.II	5
153.	Shri Shivraj Rawat	Clerk Gr.II	5
154.	Smt. Reema Rawat	Clerk Gr.II	5
155.	Shri Abhishek Parihar	Clerk Gr.II	5
156.	Kum. Komal Meena	Clerk Gr. II	Fixed Pay
157.	Shri Prashant Singh Bhati	Clerk Gr. II	5
158.	Shri Ghanshyam Gaur	Clerk Gr. II	5
159.	Shri Ramdas	Clerk Gr. II	5
160.	Shri Karan Meena	Clerk Gr. II	5
161.	Shri Laxman Singh	Clerk Gr. II	Fixed Pay
162.	Shri Surya Narain Saini	Clerk Gr. II	Fixed Pay
163.	Shri Pradeep Kumar Sharma	Clerk Gr. II	Fixed Pay
164.	Shri Atul Prajapat	Clerk Gr. II	Fixed Pay
165.	Shri Muneshwar Choudhary	Clerk Gr. II	Fixed Pay
166.	Shri Anurag Moond	Clerk Gr. II	Fixed Pay

167.	Shri Govind Singh	Clerk Gr. II	5
168.	Shri Deepak Kumar Sharma	Clerk Gr. II	Fixed Pay
169.	Shri Bajrang Lal Sharma	Clerk Gr. II	Fixed Pay
170.	Shri Mukesh Kumar Yadav	Clerk Gr. II	Fixed Pay
171.	Shri Ankur Dadhich	Clerk Gr. II	5
172.	Shri Madan Lal	Clerk Gr. II	Fixed Pay
173.	Shri Surya Kant Pandey	Clerk Gr. II	Fixed Pay
174.	Shri Hanuman Ram	Clerk Gr. II	Fixed Pay
175.	Shri Rajesh Kumar	Clerk Gr. II	Fixed Pay
176.	Smt. Seema Choudhary	Clerk Gr. II	Fixed Pay
177.	Kum. Manisha Katewa	Clerk Gr. II	Fixed Pay
178.	Kum. Rachna	Clerk Gr. II	Fixed Pay
179.	Kum. Abhilasha Bansal	Clerk Gr. II	Fixed Pay
180.	Smt. Jamna Saharan	Clerk Gr. II	Fixed Pay
181.	Shri Nemi Chand Solanki	Clerk Gr. II	Fixed Pay
182.	Shri Devendra Singhadia	Clerk Gr. II	Fixed Pay
183.	Shri Praveen Meena	Clerk Gr. II	Fixed Pay
184.	Shri Sunil Kumar Meena	Clerk Gr. II	Fixed Pay
185.	Shri Rakesh Kumar Jangid	Clerk Gr. II	Fixed Pay
186.	Vacant-53	Clerk Gr.II	5
187.	Shri Ratan Lal Gehlot	Driver	5
188.	Shri Gopal Singh	Driver	5
189.	Shri Jaswant Singh	Driver	5
190.	Shri Pushpendra Singh Chauhan	Driver	5
191.	Shri Rajesh Kumar Lidiya	Driver	5
192.	Shri Anand Gurjar	Driver	5
193.	Shri Narendra Pratap Singh Shekhawat	Driver	5
194.	Shri Vijendra Kumar Meena	Driver	5
195.	Vacant-2	Driver	5
196.	Vacant-1	Electrician	5
197.	Shri Satya Narayan Rathore	Machine Man	2
198.	Shri Dalla Ram	Jamadar	1
199.	Shri Hari Singh	Jamadar	1
200.	Shri Madan Lal	Jamadar	1



201.	Shri Suresh Kumar	Jamadar	1
202.	Shri Biram Lal	Jamadar	1
203.	Shri Padam Singh	Daftri	1
204.	Shri Manwar Hussain	Daftri	1
205.	Vacant – 01	Daftri	1
206.	Shri Khyali Ram	Bundle Lifter	1
207.	Shri Basant Kumar	Book Lifter	1
208.	Shri Ravi Shankar Parihar	Class IV	1
209.	Shri Hanuman Singh	Class IV	1
210.	Shri Kishan Singh	Class IV	1
211.	Shri Shankar Lal Parmar	Class IV	1
212.	Shri Gopal Singh Purohit	Class IV	1
213.	Shri Nand Kishore Singh	Class IV	1
214.	Smt. Kamla Bheel	Class IV	1
215.	Shri Mohan Lal Gurjar	Class IV (Waiter)	1
216.	Shri Kailash Nath Sharma	Class IV	1
217.	Shri Nadan Singh	Class IV	1
218.	Shri Ganesh Singh	Class IV	1
219.	Smt. Sita Devi	Class IV	1
220.	Shri Shankar Lal	Class IV	1
221.	Shri Ranjeet Singh	Class IV	1
222.	Shri Rajkumar Parihar	Class IV	1
223.	Shri Bhanwar Lal	Class IV	1
224.	Smt. Sheela	Class IV	1
225.	Smt.Pinky Kachhawa	Class IV	1
226.	Sh. Dharamveer Singh Shekhawat	Class IV	1
227.	Sh. Chandan Singh	Class IV	1
228.	Sh. Chandra Singh	Class IV	1
229.	Sh. Kishore Kumar Thathera	Class IV	1
230.	Sh. Vijay Singh Khichi	Class IV	1
231.	Sh. Mahipal Singh Rawat	Class IV	1
232.	Sh. Rakesh Sharma	Class IV	1
233.	Smt. Priya Kachawah	Class IV	1
234.	Sh. Nemaram Badariya	Class IV	1

235.	Sh. Dilip Bhati	Class IV	1
236.	Sh. Mahendra Kumar S/O Sh. Mohanlal	Class IV	1
237.	Sh. Sher Singh	Class IV	1
238.	Sh. Virendra Singh Parihar	Class IV	1
239.	Sh. Naresh Sahoo	Class IV	1
240.	Kum. Gaytri	Class IV	1
241.	Sh. Matadeen Meena	Class IV	1
242.	Sh. Banshi Nath	Class IV	1
243.	Sh. Suresh Chand	Class IV	1
244.	Sh. Laxman Bhati	Class IV	1
245.	Sh. Devendra Singh Bhati	Class IV	1
246.	Sh. Mahendra Kumar S/O Sh. Ramesh Chand	Class IV	1
247.	Sh. Govind Bheel	Class IV	1
248.	Sh. Narendra Kumar Rawat	Class IV	1
249.	Sh. Amar Singh Rawat	Class IV	1
250.	Sh.Prateek Kumar	Class IV	Fixed Pay
251.	Sh. Dharmendra Kumar Sisodiya	Class IV	Fixed Pay
252.	Sh. Mohabbat Shah	Class IV	Fixed Pay
253.	Vacant-5	Class IV	1

## **ANNEXURE – III**

### **POSTS ARE ADVERTISED ON RECEIPT OF REQUISITIONS FROM THE GOVERNMENT**

- 1 Rajasthan State & Subordinate Services Combined Competitive Examination
- 2 Rajasthan Forest Service/Rangers (Grade-II) Competitive Examination
- 3 Assistant Engineer (Civil/Mechanical/Electrical) Combined Competitive Examination
- 4 Analyst cum Programmer Competitive Examination
- 5 Programmer Competitive Examination
- 6 Junior Legal Officer Competitive Examination
- 7 Sub-Inspector of Police Combined Competitive Examination
- 8 Stenographer Competitive Examination
- 9 Junior Accountant/Tehsil Revenue Accountant Combined Competitive Examination
- 10 Motor Vehicle Sub-Inspector Competitive Examination
- 11 Assistant Jailor Competitive Examination
- 12 Clerk Grade-II Combined Competitive Examination
- 13 Senior Teacher (Gr.II) Competitive Examination (For Secondary Education Deptt.)
- 14 Physical Training Instructor (Gr. II & III) Competitive Examination (For Secondary Education Deptt.)
- 15 Teacher (Gr.II) Competitive Examination (For Sanskrit Education Deptt.)
- 16 Legal Draftsman Competitive Examination