

SELECTION GRADE

PART – II

First, Second and Third Selection Grade on completion of regular service of 9, 18 and 27 years respectively to the employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and fixation of pay in Selection Grades

(From 25.01.1992 & onwards)

(Amended upto 30.04.2008)

**GOVERNMENT OF RAJASTHAN
Finance (Gr. 2) Department**

ORDER

No. F.20(1)FD(Gr.2)/92

Jaipur, Dated : 25.01.1992

Sub.: - Prescription of Selection Grades for employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and fixation of pay in Selection Grades.

With a view to providing relief to the employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts, Selection Grades were prescribed for the lowest posts in these services and isolated posts vide this Department Order No. F.17(5)FD(Gr.2)/84 dated 23.01.1985. This order was amended from time to time to ensure availability of the intended relief. Prescription of Selection Grades as above resolved the problem of stagnation at the maximum of the lowest scale in the cadre and allowed increase in pay of the employees who were covered by the order. The aforesaid order, however, does not provide any relief to the employees who are recruited directly to a post, which is not the lowest in the cadre and also does not deal with problem of stagnation in many cadres due to absence or limited opportunity of promotion. This has been engaging the attention of the Government for some time past. The matter has been considered and in supersession of all orders issued in this regard in the past, the Governor has been pleased to order that the Government servants of the categories mentioned hereunder and who are drawing pay in the pay scales prescribed under the Rajasthan Civil Services (Revised Pay Scales) Rules, 1989 may be granted Selection Grades as indicated below: -

1. This order shall be applicable to all Government servants in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and drawing pay in Revised Pay Scales, 1989, the maximum of which does not exceeds Rs.3200/-. This order shall not apply to Government servants in the State Services as defined in the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 and to those who have got Selection Grade of Rs.2200-4000 in terms of this order.
2. (i) The first Selection Grade shall be granted from the day following the day on which one completes service of nine years, provided that the employee has not got one promotion earlier as is available in his existing cadre.
(ii) The second Selection Grade shall be granted from the day following the day on which one completes service of eighteen years, provided that the employee has not got two promotions earlier as might be available in his existing cadre and the first

Selection Grade granted to him was lower than the pay scale of Rs.2200-4000.

- (iii) The third Selection Grade shall be granted from the day following the day on which one completes service of twenty seven years, provided that the employee has not got three promotions earlier as might be available in his existing cadre and the first or the second Selection Grade granted to him, as the case may be, was lower than the pay scale of Rs.2200-4000.

3. The service of nine, eighteen or twenty seven years, as the case may be, shall be counted from the date of first appointment in the existing cadre / service in accordance with the provisions contained in the Recruitment Rules;

Provided that if an employee subsequent to his first appointment to a post in a cadre / service, as a result of direct recruitment, is appointed to some other post in the same cadre or any other cadre, service from the date of later appointment shall be taken into consideration for the purpose of grant of Selection grades;

Provided further that if an employee subsequent to his first appointment to a post in a cadre / service, in accordance with provisions contained in the relevant service rules, is promoted to a post in some other cadre, service from the date of such promotion shall be taken into consideration for the purpose of grant of the Selection grades;

¹[Provided further that in the case of an employee who has been/ is declared surplus and absorbed against a new post either in the same or another department excluding absorption on higher post, the service of nine, eighteen or twenty seven years, as the case may be, shall be counted for the purpose of grant of selection grade from the date of initial appointment in the Government service in accordance with the provisions contained in the relevant recruitment rules. As a result of counting of service rendered prior to absorption for grant of selection grade, if the pay of a junior Government servant happens to be more than the pay of his senior, no stepping up of pay of senior Government servant shall be permissible.]

1. Substituted vide FD Order No. F.20(1)FD(Gr.2)/92-Pt.IX dated 03.05.1997 w.e.f. 25.01.1992.

²[Provided further that in the case of an employee who is declared surplus and absorbed against a new post, the service of nine, eighteen or twenty seven years, as the case may be, shall be deemed to have been completed on the date on which his immediately senior employee completes that period of service or on completion of service from the date of appointment to the post held before absorption, whichever is later.]

2. Substituted vide FD Order No. F.20(1)FD(Gr.2)/92-Pt.V dated 07.10.1995 w.e.f. 25.01.1992.

"Provided further that in the case of an employee who is declared surplus and absorbed against a new post, the service of nine, eighteen or twenty seven years, as the case may be, shall be deemed to have been completed on the date on which his immediately junior employee completes that period of service or on completion of service from the date of appointment to the post held before absorption, whichever is later."

%[Provided further that in the case of an employee who has been transferred from one department to another department or from one appointing authority to another appointing authority within the same department in public interest or at his own request or while serving in one department of the State Government is recruited directly in other department on the same post, the service of nine, eighteen or twenty seven years, as the case may be, shall be counted for the purpose of grant of selection grade from the date of initial appointment on the same post in accordance with the provisions contained in the relevant recruitment rules. As a result of counting of service rendered in previous department/ under previous appointing authority for grant of selection grade, if the pay of a junior Government servant becomes more than the pay of his senior, no stepping up of pay of senior Government servant shall be permissible.]

§[Exception - The admissibility of Selection Grade to Junior Engineer would be on completion of nine, eighteen or twenty seven years of continuous service on the post of Junior Engineer.]

4. (i) The first Selection Grade, wherever admissible in terms of this order shall be the pay scale of the next promotion post in the same service / cadre i.e. Class – IV/ Ministerial / Subordinate Service; provided that in case there is no next promotion post in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the first Selection Grade shall be the pay scale corresponding to his existing pay scale as specified in paragraph 5.

#[(ii) The second Selection Grade, wherever admissible, in terms of this order, shall be the pay scale of the second promotion post available

% Substituted vide FD Order No. F.20(1)FD(Gr.2)/92-Pt.IX dated 03.05.1997 w.e.f. 25.01.1992.

³[Provided further that in the case of an employee who has been transferred from one department to another department on the same post whether is public interest or on his own request, the service of nine, eighteen or twenty seven years, as the case may be, shall be deemed to have been completed on the date on which his immediately senior employee completes that period of service or on completion of service from the date of first appointment in the existing cadre / service in accordance with the provisions contained in the recruitment rules before transfer, whichever is later.]

3. Inserted vide FD Order No. F.20(1)FD(Gr.2)/92-Pt.V dated 07.10.1995 w.e.f. 25.01.1992.

\$ Added vide FD Order No. F.20(1)FD(Gr.2)92 dated 21.10.1993 w.e.f. 25.01.1992.

Substituted vide FD Order No. F.20(1)FD(Gr.2)92 dated 14.02.1992 w.e.f. 25.01.1992.

(ii) *The second Selection Grade, wherever admissible in terms of this order, shall be the pay scale of the second promotion post available to that employee in the same service / cadre; provided that in case there is no second promotion post in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the second Selection Grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade) as specified in paragraph 5.*

(iii) *The third Selection Grade, wherever admissible in terms of this order, shall be the pay scale of the third promotion post available to that employee in the same service / cadre; provided that in case there is no third promotion post in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the third Selection Grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade) as specified in paragraph 5.*

to that employee in the same service / cadre; provided that in case the second promotion post available in the same service/ cadre carries a pay scale higher than the pay scale of Rs.2200-4000 (16) or there is no second promotion post in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the second Selection Grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade), as specified in paragraph 5.

- (iii) The third Selection Grade, wherever admissible in terms of this order, shall be the pay scale of the third promotion post available to that employee in the same service / cadre; provided that in case the third promotion post available in the same service/ cadre carries a pay scale higher than the pay scale of Rs.2200-4000 (16) or there is no third promotion post in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the third Selection Grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade), as specified in paragraph 5.]

5. In case there is no post for first, second or third promotion, as the case may be, in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the Selection Grades shall be as specified below: -

S. No.	Existing Pay Scale	Selection Grade
1.	750-940 (1)	775-1025 (2)
2.	775-1025 (2)	800-1250 (3)
3.	800-1250 (3)	825-1350 (4)
4.	825-1350 (4)	950-1680 (6)
5.	910-1520 (5)	975-1720 (7)
6.	950-1680 (6)	1200-2050 (9)
7.	975-1720 (7)	1200-2050 (9)
8.	1025-1800 (8)	1400-2300 (10)
9.	1200-2050 (9)	1400-2600 (12)
10.	1400-2300 (10)	(i) in those cases where next promotion post is in a State service – 2000-3200 (14)
11.	1400-2360 (11)	
12.	1400-2600 (12)	(ii) in other cases – 1640-2900 (13)
13.	1640-2900 (13)	2000-3200 (14)
14.	2000-3200 (14)	2000-3500 (15)
15.	2000-3500 (15)	2200-4000 (16)

Note - If an incumbent of the isolated post or a person not possessing academic qualifications prescribed for promotion has been granted Selection grade before issue of this order and such selection grade is higher than that indicated in this paragraph, he will continue to

draw pay in such selection grade as personal to him but the second or third selection grades shall be determined with reference to the first or second selection grade which would have been admissible in term of this paragraph.

§[Exception - The second Selection Grade of the post of Junior Engineer of all departments shall be 2200-4000(16).]

6. The appointing authority for the post held by the employee shall be competent to grant Selection Grade. In respect of categories of posts where seniority is maintained by an authority senior to the appointing authority, such senior authority shall be competent to grant Selection Grade.
7. Selection Grades in term of this order shall be granted only to those employees whose record of service is satisfactory. The record of service which makes one eligible for promotion on the basis of seniority shall be considered to be satisfactory for the purpose of grant of the Selection Grade.

%[GOVERNMENT OF RAJASTHAN'S DECISION

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8. Notwithstanding anything contained in the foregoing paragraphs, if an employee forgoes promotion on issue of order to this effect, he shall not be granted second or third selection grade under this order.
9. Grant of Selection Grade shall not affect the seniority in the cadre nor the sanctioned strength of each category of posts in the cadre.

§ Added vide FD Order No. F.20(1)FD(Gr.2)92 dated 11.11.1992 w.e.f. 25.01.1992.

% Inserted vide FD Order No. F.20(1)FD(Gr.2)92 dated 23.04.1994

- #[10 (a) If an eligible employee becomes entitled to second selection grade straightway in terms of this order, his pay would first be fixed in the first selection grade with reference to pay being drawn immediately before grant of second selection grade and thereafter on the same date his pay would be re-fixed in second selection grade with reference to the pay fixed in the first selection grade or arrived at in terms of provisions of para 12 of aforesaid order in respect of first selection grade, as the case may be.
- (b) If an eligible employee becomes entitled to third selection grade straightway in terms of this order, his pay would be first be fixed as per clause (a) of this para and thereafter on the same date his pay would be re-fixed in third selection grade with reference to the pay fixed in the second selection grade.]
11. When a Government servant is granted first, second or third Selection Grade, as the case may be, his initial pay in this Selection Grade shall be fixed at the stage next above the pay notionally arrived at by increasing the pay being drawn by him in the existing pay scale (pay scale of the post held or the Selection grade) by one increment. If Selection grade is granted to an employee with effect from the date on which he earns increment, pay in the Selection Grade will be fixed with reference to the pay admissible in the existing pay scale including the increment.
- %[12. The pay of the employees already granted Selection Grade before issue of this order shall be re-fixed at the next above stage in the Selection Grade admissible in terms of this order provided that in cases, where pay in the Selection Grade was fixed at the minimum, and the pay so fixed is equal or more than the pay drawn in the ordinary pay scale by an amount of next increment in the ordinary pay scale plus first increment of the Selection Grade, the provision of fixation of pay at the next above stage in the Selection Grade in terms of this order shall not be applicable. Pay in the second or third selection grade admissible in terms of this order shall be fixed thereafter.]

Substituted vide FD Order No. F.20(1)FD(Gr.2)92 dated 22.11.1993 w.e.f. 25.01.1992.

10. If an eligible employee becomes entitle to second or third selection grade straightway in terms of this order, his pay would be fixed directly in the second or third selection grade, as the case may be, with reference to pay being drawn immediately before grant of the second or third Selection Grade.

% Substituted vide FD Order No. F.20(1)FD(Gr.2)92-Part-VII dated 19.04.1995 w.e.f. 25.01.1992.

"12. The pay of the employees already granted Selection Grade before issue of this order shall be re-fixed at the next above stage in the Selection Grade admissible in terms of this order. Pay in the second or third selection grade admissible in terms of this order shall be fixed thereafter."

13. In case of an employee who gets his regular promotion after getting the Selection grade (identical to or lower than the pay scale of the promotion post), his pay shall be fixed in the pay scale of the promotion post at the equal stage. If there is no equal stage in the pay scale of the promotion post, pay shall be fixed at the next higher stage. In cases where the Selection Grade (second or third) already granted to an employee is higher than the pay scale of the promotion post, the employee shall continue to draw pay in the Selection Grade and his pay shall not be fixed in the pay scale of the promotion post.
14. The next increment in the Selection Grade shall be granted to an employee on the date he would have drawn his increment had he not been granted the Selection Grade, provided that where the pay is fixed at the minimum of the Selection Grade and the pay so fixed is more than the pay drawn in the existing pay scale by an amount equal to the amount of the next increment in the existing pay scale plus the amount of first increment in the Selection Grade, the next increment shall be admissible after completion of service for the full incremental period of one year under Rule 31 of the Rajasthan Service Rules.

This order shall come into force with immediate effect.

Order No. F.20(1)FD(Gr.2)/92 dated 28.01.1993 (2)

Sub.: - Prescription of Selection Grades for employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and fixation of pay in Selection Grades.

Selection Grades for employees in Class – IV, Ministerial and Subordinate Services and those holding isolated posts were prescribed vide this department order of even number dated 25.01.1992, as amended vide order of even number dated 14.02.1992 and 11.11.1992.

2. As per order dated 25.01.1992, the second selection grade for the post of Junior Engineer of all departments was prescribed as 2000-3500 (15). Vide order of even number dated 11.11.1992, the Junior Engineer of all departments have been allowed the second selection grade of 2200-4000 (16) instead of 2000-3500 (15) and thus there would be no third selection grade for the Junior Engineer.

3. The matter has been again considered and in partial modification of order dated 11.11.1992, the Governor is pleased to order that Junior Engineer of all departments who have completed service of eighteen years as on 24.01.1992 shall have an option to elect the second selection grade as 2000-3500 (15) or as 2200-4000 (16). The second selection grade will be granted as per option given by the concerned Junior Engineer. Only those of the Junior Engineers who opt for the second selection grade of 2000-3500 shall be entitled to third selection grade of 2200-4000 on completion of service of 27 years. Those who opt for second selection grade of 2200-4000 will not be entitled to a third selection grade on completion of service of 27 years.

4. Junior Engineers who shall complete service of eighteen years on or after 25.01.1992 shall be entitled to second selection grade of 2200-4000 as provided in order of even number dated 11.11.1992.

5. This order shall be deemed to have come into force with effect from 25.01.1992.

Clarification No. F.20(1)FD(Gr.2)/92 dated 03.04.1993 (3)

Sub.: - Prescription of Selection Grades for employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and fixation of pay in Selection Grades.

Attention is invited to Finance Department's order of even number dated 25.01.1992, as amended vide order dated 14.02.1992 on the subject mentioned above. Many Heads of Departments have solicited clarification on a number of points regarding grant of Selection Grades. Accordingly the points in respect of which references were received are clarified as under: -

POINT OF DOUBT	CLARIFICATION
1) Whether Selection Grade can be granted under Finance Department Order No. F.17(5)FD(Gr.2)/84 dated 23.01.1985 as amended from time to time to the employees eligible for Selection Grade under these orders even after issue of Finance Department order dated 25.01.1992.	Yes
2) Years of service to be counted for the purpose of grant of Selection Grade.	Years of service are to be counted for grant of Selection Grade from the date the employee has regularly been recruited in the existing cadre / service as per provisions contained in the relevant recruitment rules. For example the following period of service is not countable for grant of Selection Grade:- (i) the period of service rendered in the other cadre / service before appointment in the existing cadre / service. (ii) the period of service rendered in the existing cadre / service before regular appointment in accordance with relevant recruitment rules to the post.
3) Grant of Selection Grade to the employees declared surplus and absorbed against a new post or the same post.	The service of nine, eighteen or twenty seven years, as the case may be, shall be deemed to have been completed on the date on which his immediately junior employee completes that period of service or on completion of such service from the date of appointment to the post held before absorption whichever is later.

<p>4) What will be the first, second and third Selection Grade ?</p>	<p>§[(i) In cases where first, second or third promotion post exists in the same service/ cadre i.e. in Class – IV, Ministerial and Subordinate services and the employee possesses academic qualifications for promotion the first, second or the third Selection Grade shall be the pay scale of the first, second or the third promotion post. If the pay scale of the second / third promotion post available in the same service/ cadre is higher than the pay scale of 2200-4000, the second/ third Selection Grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade) as specified in paragraph 5 of the order dated 25.01.1992.]</p> <p>(ii) in cases where next promotion post exists in the same service / cadre but the employee does not possess academic qualification prescribed for promotion the first, second or third Selection Grade shall be the pay scale corresponding to his existing pay scale as specified in para 5 of the order dated 25.01.1992.</p> <p>(iii) in cases where promotion post in regular line does not exist in the same cadre/ service the first, second or third Selection Grade shall be the pay scale corresponding to his existing pay scale as specified in para 5 of the order dated 25.01.1992.</p>
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§ Substituted vide FD Order No. F.20(1)FD(Gr.2)/92 dated 21.08.1996 w.e.f. 25.01.1992.

“(i) In cases where first, second or third promotion post exist in the same service/ cadre i.e. in Class – IV, Ministerial and Subordinate Service and the employee possesses academic qualifications for promotion the first, second or the third Selection Grade shall be the pay scale of the first, second or the third promotion post. If the pay scale of the promotion post is higher than the pay scale of 2200-4000, the Selection Grade shall be restricted to the pay scale of 2200-4000.”

	<p>(iv) Selection Grades for isolated posts shall be the pay scale corresponding to his existing pay scale as specified in para 5 or order dated 25.01.1992.</p> <p>(v) in cases where next promotion post is in a State service, the Selection Grade shall be the pay scale corresponding to his existing pay scale as specified in para 5 of the order dated 25.01.1992.</p>
5) Authority competent to grant Selection Grade.	Appointing authority for the post held by the employee is competent to grant Selection Grade. In respect of categories of post where seniority is maintained by an authority, senior to the appointing authority, such senior authority is competent to grant Selection Grade.
6) The service record which can be considered as satisfactory for grant of Selection Grade.	The record of service which makes the employee eligible for promotion on the basis of seniority shall be considered satisfactory for grant of Selection Grade. In other words if the concerned employee can be promoted to the next higher post on the basis of his service record, he can be granted Selection Grade.
7) Grant of Selection Grade in case where a Government servant has been offered promotion on higher post but who had forgone/ forgoes the chance of promotion.	Such employees are eligible for first Selection Grade. He is not eligible for second and third selection grade. He is to be granted first selection grade only & no second & third selection grade.
8) Fixation of pay of the employee who has already been granted Selection Grade under Finance Department order dated 23.01.1985.	(i) If Selection Grade already granted under order dated 23.01.1985 is lower than the first Selection Grade prescribed under order dated 25.01.1992, the pay shall be fixed from 25.01.1992 at the next above stage in the first Selection Grade prescribed under order dated 25.01.1992.

	<p>(ii) If Selection Grade already granted under order dated 23.01.1985 and first Selection Grade prescribed under order dated 25.01.1992, is the same, the pay of the employee shall be refixed from 25.01.1992 at the next above stage.</p> <p>(iii) After fixing the pay under (i) or (ii) as the case may be, pay in the second or third selection grade shall be fixed.</p>
<p>9) Fixation of pay on grant of Selection Grade under order dated 25.01.1992.</p>	<p>(i) On grant of first, second or third Selection Grade, as the case may be, the pay shall notionally be arrived at by adding one increment in the existing pay scale i.e. pay scale of the post held or the Selection Grade and shall be fixed at the stage next above in the first, second or third Selection Grade.</p> <p>(ii) In cases where an employee was drawing pay at the maximum of the pay scale of the post, on grant of first, second or third Selection Grade the pay shall notionally be arrived at by adding an amount equivalent to the rate of last increment in the pay scale of the post held and then the pay shall be fixed at the stage next above in the first, second or third Selection Grade.</p> <p>(iii) If an employee becomes eligible for second or third Selection Grade straightway in terms of order dated 25.01.1992 his pay shall be fixed directly in second or third Selection Grade with reference to pay being drawn immediately before grant of second or third Selection Grade as specified in para (i) or (ii) above.</p>

<p>10) Fixation of pay on regular promotion, of an employee drawing pay in Selection Grade.</p>	<p>Employees drawing pay in Selection Grade which is identical or lower than the pay scale of the promotion post, shall on regular promotion, be fixed in the pay scale of the promotion post at an equal stage. If there is no equal stage in the pay scale of the promotion post, pay shall be fixed at the next higher stage.</p>
<p>11) Next date of increment on grant of Selection Grade.</p>	<p>In this regard provisions contained in para 14 of order dated 25.01.1992 are quite clear.</p>
<p>12) Whether the period during which a Government servant remained / remains on extraordinary leave with or without medical certificate shall be counted for the purpose of reckoning the period of service for grant of Selection Grade or not.</p>	<p>Period during which a Government servant remained / remains on extraordinary leave with or without medical certificate shall be counted for reckoning the period of service for grant of Selection Grade.</p>
<p>13) Grant of increment in cases where date of eligibility for Selection Grade and date of increment happens to be the same.</p>	<p>In cases where date of increment and date of eligibility for Selection Grade is the same, the pay in Selection Grade shall be fixed on the basis of pay admissible on that date including increment. Next increment shall be admissible after completion of service for the full incremental period of one year under Rule 31 of Rajasthan Service Rules.</p>
<p>14) What shall be the age of superannuation for employees of Class-IV service (as defined in Rule 7(4A) of Rajasthan Service Rules) when they draw pay in a Selection Grade carrying pay scale above pay scale No. 2.</p>	<p>In case of Government servants belonging to Class-IV service drawing pay in Selection Grade carrying pay scale above pay scale No 2, the age of superannuation shall be 60 years as clarified under Clarification No. F.1(9)FD(Gr.2)/90 dated 30.07.1992.</p>

Order No. F.20(1)FD(Gr.2)/92 Pt.-III dated 18.10.1993 (4)

Sub.: - Prescription of Selection Grades for employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and fixation of pay in Selection Grades.

Under this Department order No. F.20(1)FD(Gr.2)/92 dated 25.01.1992 employees in Class – IV, Ministerial and Subordinate Services and those holding isolated posts drawing pay in Revised Pay Scales, 1989 the maximum of which does not exceed Rs.3200/- were allowed three Selection Grades on completion of Service of nine, eighteen and twenty seven years. As per para 8 of the aforesaid order if an employee who had forgone/ forgoes the chance of promotion, he shall not be granted second or third Selection Grade.

In this regard a question has arisen as to whether the employees who are promoted to the next higher post after grant of second or third Selection Grade and he declines to accept the chance of promotion, would he continue to draw pay in the second or third Selection Grade as the case may be, or not.

The matter has been considered and the Governor is pleased to order that Government servants who are promoted to the next higher post after grant of third Selection Grade and who forgo the chance of promotion would continue to draw pay in that Selection Grade. Government servants who are promoted to the next higher post after grant of second selection grade and who forgo the chance of promotion would continue to draw pay in that second selection grade but such employees would not be eligible for third selection grade.

Order No. F.20(85)FD(Gr.2)/89 dated 20.11.1993 (5)

Sub.: - General permission to exercise option / re-option under Rajasthan Civil Services (Revised Pay Scales) Rules, 1989.

The undersigned is directed to say that the Rajasthan Civil Services (Revised Pay Scales) Rules, 1989 were promulgated vide Notification No. F.20(1)FD(Gr.2)/89 dated 23.09.1989 with effect from 01.09.1988 and permission to exercise option / re-option upto 31st January 1990 was accorded vide Memorandum of even number dated 27.12.1989. The employees in Class-IV/ Ministerial and Subordinate Services and those holding isolated posts were allowed first, second and third Selection Grades on completion of 9, 18 and 27 years of service respectively vide Finance Department Order No. F.20(1)FD(Gr.2)/92 dated 25.01.1992 as amended from time to time. This order was made effective from 25.01.1992. Now, it has been represented to the Government that introduction of Selection Grades has adversely affected the option already exercised by the employees in accordance with the provisions referred to above and it has been demanded that general permission to exercise

option / re-option under Rajasthan Civil Services (Revised Pay Scales) Rules, 1989 may be accorded to them.

The matter has accordingly been considered and it has been decided that all Government servants belonging to aforesaid categories may be permitted to exercise option or re-option under Rule 9 of the Rajasthan Civil Services (Revised Pay Scales) Rules, 1989 within two months from the date of publication of this order in Rajasthan Rajpatra.

Order No. F.20(1)FD(Gr.2)/92.Pt.-IV dated 16.02.1995 (6)

It has come to the notice of the Government that some Government servants have applied for grant of extra ordinary leave for a few days say two or three days, though other kind of leave are admissible to them with the explicit intention of getting the date of increment changed so that they may get increment after fixation of pay in the selection grade. On some stages of pay, fixation in the Selection Grade comes to the same stage with or without adding annual increment and hence, in such situation employees have availed extra ordinary leave to get the date of increment changed so that they may be able to get annual increment after fixation of pay in the selection grade.

2. Provisions of Rule 96(a) of Rajasthan Service Rules, which regulate grant of extra ordinary leave are as follows: -

“96(a) Extraordinary Leave may be granted to a Government servant in special circumstances: -

- (i) when no other leave is by rule admissible; or
- (ii) when other leave is admissible, but the Government servant concerned applied in writing for the grant of Extraordinary Leave.”

3. Where other leave is admissible to the Government servant but the Government servant concerned has applied in writing for the grant of extra-ordinary leave in such cases the competent authorities can grant extra-ordinary leave under Rule 96(a) of Rajasthan Service Rules, if he is satisfied with the special circumstances indicated by the Government servant for grant of extra-ordinary leave and not otherwise.

4. It is therefore enjoined upon the authorities competent to sanction extra ordinary leave that in cases where extra ordinary leave has been granted on or after 25.01.1992 may be reviewed and it may be ascertained whether the extra-ordinary leave already granted have not been taken by the Government servant

with a view to getting the date of increment changed so that he may get annual increment after fixation of pay in the selection grade. In cases where it is found that extra-ordinary leave has been taken only with the above intention the same may be refused and he may be asked to apply the leave, which is admissible to him under rules.

5. In future such type of cases may also be decided accordingly.

Order No. F.20(1)FD(Gr.2)/92 dated 04.12.1996 (7)

Sub.: - Prescription of Selection Grades for employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and fixation of pay in Selection Grades.

Attention is invited towards this department order of even number dated 25.01.1992, as amended from time to time, vide which selection grade were introduced for the employees mentioned in the subject. According to the provisions contained in the aforesaid orders in case a Government servant forgoes the chance of promotion is not allowed second and/ third selection grades but in respect of a Government servant who is offered promotion after grant of second and / third selection grade, if he forgoes the chance of promotion, he is allowed to continue to draw pay in the selection grade. As a result of these provisions, the tendency of forgoing the promotion is growing on various personal consideration of the respective employees. Difficulties are being experienced by the various appointing authorities in filling the promotion posts from the competent and qualified persons and consequently the performance of the Government work is being adversely effected.

2. To solve this problem, the matter has been considered in detail and in partial modification of the aforesaid order the Governor is pleased to order that Government servant who is drawing pay in second or third selection grade, if on his actual promotion to second/ third promotion post forgoes the promotion, the benefit of second and / third selection grade, as the case may be, shall be withdrawn from the date he forgoes the promotion. The pay of such an employee shall be refixed either in pay scale of the first promotion post or in the first selection grade or in pay scale of the second promotion post, at the stage he would have drawn had he not been granted second and / third selection grade(s), as the case may be.

3. The Governor is further pleased to order that the Government servant who had forgone the second or third promotion before issue of this order and is drawing pay either in the second or third selection grade, the benefit of second and / third selection grade, as the case may be, shall not be withdrawn, and in case such a Government servant is again offered promotion after issue of this order, the benefit of second and / third selection grade shall be withdrawn from the date he refuses to accept the promotion. The pay of such an employee shall be refixed either in pay scale of the first promotion post or in the first selection grade or in pay scale of the second promotion post, at the stage he would have drawn had he not been granted second and / third selection grade(s), as the case may be.

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**

ORDER (8)

No. F.16(2)FD(Rules)/98

Jaipur, Dated February 17, 1998

Sub.: - Prescription of Selection Grades for employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and fixation of pay in Selection Grades consequent upon revision of pay scales of State employees from 01.09.1996.

With a view to providing relief to the employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts, three selection grades on completion of service of nine, eighteen and twenty seven years were prescribed vide this Department Order No. F.20(1)FD(Gr.2)/92 dated 25.01.1992. This order was amended from time to time. Consequent upon revision of pay scale of the State Government employees from 01.09.1996 under Rajasthan Civil Services (Revised Pay Scales) Rules, 1998, the matter has been considered and in supersession of all orders issued in this regard in the past, the Governor is pleased to order that the Government servants of the categories mentioned hereunder and who are drawing pay in the pay scales prescribed under the Rajasthan Civil Services (Revised Pay Scales) Rules, 1998 may be granted Selection Grades as indicated below: -

1. This order shall be applicable to all Government servants in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and drawing pay in Revised Pay Scales, 1998, the maximum of which does not exceed Rs.10,500/-. This order shall not apply to Government servants in the State Services as defined in the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 and to those who have got Selection Grade equivalent to the pay scales of the lowest post of State service to which they are eligible for promotion or selection grade of 8000-13500, whichever is lower in terms of this order.
2. (i) The first Selection Grade shall be granted from the day following the day on which one completes service of nine years provided that the employees has not got one promotion earlier as is available in his existing cadre.
(ii) The second Selection Grade shall be granted from the day following the day on which one completes service of eighteen years, provided that the employee has not got two promotions earlier as might be available in his existing cadre and the first

Selection Grade granted to him was lower than the pay scale of the lowest post of State Services to which he is eligible for promotion or selection grade of 8000-13500, whichever is lower.

- (iii) The third Selection Grade shall be granted from the day following the day on which one completes service of twenty seven years, provided that the employee has not got three promotions earlier as might be available in his existing cadre and the first or the second Selection Grade granted to him, as the case may be, was lower than the pay scale of the lowest post of State Service to which he is eligible for promotion or selection grade of 8000-13500, whichever is lower.

- 3. The service of nine, eighteen or twenty seven years, as the case may be, shall be counted from the date of first regular appointment in the existing cadre / service in accordance with the provisions contained in the relevant Recruitment Rules. The period during which a Government servant remained/ remains on extra ordinary leave with or without medical certificate shall also be counted for reckoning the period of service for grant of selection grade;

Provided that if an employee subsequent to his first appointment to a post in a cadre / service, as a result of direct recruitment, is appointed to some other post in the same cadre or other cadre, service from the date of later appointment shall be taken into consideration for the purpose of grant of selection grades;

Provided further that if an employee subsequent to his first appointment to a post in a cadre / service, in accordance with provisions contained in the relevant recruitment rules, is promoted to a post in some other cadre, then in such a case service from the date of promotion shall be taken into consideration for the purpose of grant of Selection grades;

Provided also that in case of an employee who has been / is declared surplus and absorbed against a new post either in the same or another department excluding absorption on higher post, the service of nine, eighteen or twenty seven years, as the case may be, shall be counted for the purpose of grant of Selection Grade from the date of initial regular appointment in the Government service in accordance with the provisions contained in the relevant recruitment rules. As a result of counting of service rendered prior to absorption for grant of selection grade, if the pay of a junior Government servant happens to be more than the pay of his senior, no stepping up of pay of senior Government servant shall be permissible;

Provided further also that in case of an employee who has been transferred from one department to another department or from one Appointing Authority to another Appointing Authority within the same department in public interest or at his own request or while serving in one department of the State Government is recruited directly in other department on the same post, the service of nine, eighteen or twenty seven years, as the case may be, shall be counted for the purpose of grant of selection grade from the date of initial regular appointment on the same post in accordance with the provisions contained in the relevant recruitment rules. The term 'same post' for this purpose shall mean post carrying the same designation and pay scale. As a result of counting of service rendered in previous department/ under previous appointing authority for grant of selection grade, if the pay of a junior Government servant becomes more than the pay of his senior, no stepping up of pay of senior Government servant shall be permissible.

4. (i) The first Selection Grade, wherever admissible in terms of this order shall be the pay scale of the next promotion post in the same service / cadre i.e. Class – IV/ Ministerial / Subordinate Service; provided that in case there is no next promotion post in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the first Selection Grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held) as specified in paragraph 5.
- (ii) The second Selection Grade, wherever admissible, in terms of this order, shall be the pay scale of the second promotion post available to that employee in the same service / cadre; provided that in case the second promotion post available in the same service/ cadre carries a pay scale higher than the pay scale of 8000-13500 (13) or there is no second promotion post in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the second Selection Grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade), as specified in the paragraph 5.
- (iii) The third Selection Grade, wherever admissible in terms of this order, shall be the pay scale of the third promotion post available to that employee in the same service / cadre; provided that in case the third promotion post available in the same service/ cadre carries a pay scale higher than the pay scale of 8000-13500 (13) or there is no third promotion post in the same service/ cadre or the employees does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the third Selection

Grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade), as specified in paragraph 5.

5. In case there is no post for first, second or third promotion, as the case may be, in the same service/ cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the Selection Grades shall be as specified below: -

S. No.	Existing Pay Scale	Selection Grade	
1.	2550-3200 (1)	2610-3540 (2)	
2.	2610-3540 (2)	2650-4000 (3)	
3.	2650-4000 (3)	2750-4400 (4)	
4.	2750-4400 (4)	3050-4590 (6)	
5.	2950-4475 (5)	3200-4900 (7)	
6.	3050-4590 (6)	4000-6000 (9)	
7.	3200-4900 (7)	4000-6000 (9)	
8.	3400-5200 (8)	5000-8000 (10)	
9.	4000-6000 (9)	5000-8000 (10)	
10.	5000-8000 (10)	(i) 6500-10500 (12)	In those cases where next promotion post is in a State Service.
		(ii) 5500-9000 (11)	In other cases.
11.	5500-9000 (11)	6500-10500 (12)	
12.	6500-10500(12)	8000-13500 (13)	

§[Exception - From 01.08.1998 the Selection Grades of the post of Junior Compounder / Nurse of Ayurved Department shall be as specified below: -

- | | | |
|----|------------------------|-------------------|
| 1. | First Selection Grade | 5500-9000 (11) |
| 2. | Second Selection Grade | 6500-10500 (12) |
| 3. | Third Selection Grade | 7500-12000 (12A)] |

6. The appointing authority for the post held by the employee shall be competent to grant Selection Grade. In respect of categories of posts where seniority is maintained by an authority senior to the appointing authority, such senior authority shall be competent to grant Selection Grade.
7. Selection Grades in term of this order shall be granted only to those employees whose record of service is satisfactory. The record of service which makes one eligible for promotion on the basis of seniority shall be considered to be satisfactory for the purpose of grant of the Selection Grade.

§ Added vide FD Order No. F.16(2)FD(Rules)/98 dated 15.05.1999 w.e.f. 01.08.1998.

8. Notwithstanding anything contained in the foregoing paragraphs, if an employee has forgone/ forgoes promotion or seeks revision, he shall not be granted second or third selection grade under this order.
In cases where a Government servant who is drawing pay in second or third selection grade if on his actual promotion to second / third promotion post forgoes the promotion, the benefit of second and third selection grades, as the case may be, shall be withdrawn from the date he forgoes the promotion. The pay of such an employee shall be refixed either in pay scale of the first promotion post or in the first selection grade or in pay scale of second promotion post, at the stage he would have drawn had he not been granted second and / third selection grade(s), as the case may be.
9. Grant of Selection Grade shall not affect the seniority in the cadre nor the sanctioned strength of each category of posts in the cadre.
10. When a Government servant is granted first, second or third Selection Grade, as the case may be, his initial pay in the Selection Grade shall be fixed at the stage next above the pay notionally arrived at by increasing the pay being drawn by him in the existing pay scale (pay scale of the post held or the Selection grade) by one increment. In cases where an employee is drawing pay at the maximum of the pay scale of the post or the selection grade, his pay shall be fixed at the stage next above the pay notionally arrived at by adding an amount equivalent to the last increment. If Selection grade is granted to an employee with effect from the date on which he earns increment, pay in the Selection Grade will be fixed with reference to the pay admissible in the existing pay scale including the increment.
11. The next increment in the Selection Grade shall be granted to an employee on the date he would have drawn his increment had he not been granted the Selection Grade, provided that where the pay is fixed at the minimum of the Selection Grade and the pay so fixed is more than the pay drawn in the existing pay scale by an amount equal to the amount of the next increment in the existing pay scale plus the amount of first increment in the Selection Grade, the next increment shall be admissible after completion of service for the full incremental period of one year under Rule 31 of the Rajasthan Service Rules.
12. In case of an employee who gets his regular promotion after getting the Selection grade (identical to or lower than the pay scale of the promotion post), his pay shall be fixed in accordance with the provisions contained in Note 4 of Rule 26A of Rajasthan Service Rules.
13. In case of Government servants drawing pay in selection grades of pay granted under FD order No. F.20(1)FD(Gr.2)/92 dated 25.01.1992 as amended from time to time, the revised selection grades under Rule 6(ii)

of Revised Pay Scales, 1998 are the corresponding pay scale as indicated in Section 'A' of Schedule-I, appended to Revised Pay Scales, 1998. If the existing selection grade revised as above is lower than the selection grade admissible under this order, the selection grade admissible under this order shall be applicable. In such a case pay shall be refixed with effect from 01.09.1996 in the selection grade as per this order at the equal stage and if there is no equal stage than at the next above stage. In other cases where the existing selection grade revised under Rule 6(ii) of Revised Pay Scales, 1998 is higher than the selection grade admissible under this order then that selection grade shall be applicable as personal to the existing incumbent however, the next selection grade shall be admissible as per the provisions of this order.

This order shall come into force with effect from 01.09.1996. No arrear shall accrue to Government servants who have been granted selection grades under these orders between 01.09.1996 to 31.12.1996 (both days inclusive) for the period upto 31.12.1996.

%[GOVERNMENT OF RAJASTHAN'S DECISION

The Governor is pleased to order that the provisions of Finance Department order No. F.16(2)FD(Rules)/98 dated 17.2.1998 as amended from time to time regarding grant of selection grade to Government servants shall not be applicable to the Government servants who are appointed through direct recruitment on or after 20.1.2006.]

% Inserted vide FD Order No. F.16(2)FD(Rules)98 dated 13.03.2006