

Government of Himachal Pradesh  
Elementary Education Department

No. EDN-C-B(1)2/2019 Dated: Shimla-02, the

.13 AUG 2020, 2020

**NOTIFICATION**

The Governor, Himachal Pradesh is pleased to frame and notify the following recruitment scheme titled as "Part Time Multi Task Worker Policy, 2020" for the appointment of Part Time Multi Task Workers in the Government schools of Himachal Pradesh under Higher & Elementary Education Department with immediate effect:

"In Education Department one post of Part Time Water Carrier was sanctioned in each Govt. Primary School and stand alone middle schools and some posts were also sanctioned in the Govt. High Schools and Govt. Sen. Sec. Schools. These posts are continuously being abolished due to regularization of PTWC and water Carrier cum Peon on Daily Wages to regular peon. Due to their regularization against the post of Peons, the Education department is facing difficulty in carrying out the daily works in schools such as opening and closing of schools, cleaning of school premises, distribution of dak to various offices, arrangements for drinking water in the school etc. As these tasks are presently being performed by the PTWCs, therefore to carry out the different daily task in schools there is dire need of one Part Time-Multi tasking worker in each school.

1. **OBJECTIVES:-**

- a) To provide Part Time-Multi Task Worker in all the Schools in Himachal Pradesh through creation of new posts.
- b) To encourage decentralization of powers by empowering the SMCs in the effective running of Govt. Schools.
- c) To provide an opportunity for the eligible unemployed candidates to earn honorarium at local level.

IT cell

## 2. MODE OF APPOINTMENT

The appointment shall be made by the selection committee comprising of following members:-

- |   |                  |
|---|------------------|
| 1. SDO (C) of concerned Area  | Chairman         |
| 2. Block Elementary Education Officer/<br>Principal or Headmaster of concerned school | Member Secretary |
| 3. President School Management Committee<br>of concerned School                       | Member           |

## 3. ELIGIBILITY CRITERIA :-

Only such candidates will be eligible to apply for a post of Part Time-Multi Task Worker, who are :-

- Citizen of India.
- Of a sound mind.
- Have never been involved in any act of criminal nature.
- Permanent resident of the village/Gram Panchayat/Urban local body of the area, in which the school is located, where the vacancy of Part Time-Multi Task Worker exist. The candidates belonging to such adjacent Gram Panchayats where there is no GSSS/GHS/GMS/GPS shall have the opportunity with him/her to apply for the post of Part Time Multi Task Worker falling vacant in the equivalent school situated in the adjacent Panchayats.
- In case eligible candidates are not available in village/Gram Panchayat/Urban local body of the area, in which the school is located, then applications from candidates belonging to immediately adjacent Panchayats may be called.

## 4. IDENTIFICATION OF VACANCIES

One post of Part Time Multi-Task Worker will be created in all the functional Government Schools. In schools where PTWC and water Carrier cum -Peon are already working, the posts of Part Time-Multi Task Worker will not be filled till

the regularization of such workers against the post of Peons in Higher Education department. The Part Time-Multi Task Worker will be recruited for the Govt. Schools so identified by the Deputy Director, of the concerned District after obtaining approval from the Government.

5. ADVERTISEMENT/NOTIFICATION OF VACANCIES

School wise and Gram Panchyat/Urban Local body wise notification of vacancies will be done by the Deputy Director of concerned Districts after obtaining the approval from the Government through the Directorates of Education. Copy of the notification will be sent to the concerned SDO (C)/ Chairman selection committee for inviting application by the Deputy Director concerned District. The Chairman of selection committee will call application for the recruitment against the post of Part Time-Multi Task Worker by advertising through the school notice boards and sending one copy to concerned Gram Panchayat for ensuring wide publicity.

6. APPLICATIONS

The candidates will have to apply for appointment as Part Time-Multi Task Worker on plain paper, alongwith self attested photocopies of certificates to the concerned Block Elementary Education Officer/Deputy Director who will compile all the applications and send them to the chairman of selection committee on or before the last date of submitting the applications for the post of Part Time-Multi Task Worker. The documents of the applicant shall be verified with the original at the time of counseling. The candidates will have to paste one self attested latest passport size photograph on the application form.

7. Selection Criteria/Marks

- i) The selection committee shall judge the suitability of the candidates purely on merit. The Chairman/ Member Secretary of the committee will keep complete record of the selection process.
- ii) The selection committee shall hold counseling by calling all the eligible candidates.
- iii) Preference will be given to candidates who are from families without any member in Govt. service.
- iv) The selection will be purely specific to a particular school only.
- v) In the selection process marks shall be awarded to the candidates out of 30.

The distribution of marks shall be as under :-

- |  |            |
|--|------------|
| i. Distance from Schools (Certificate to be issued by Patwari of the area)           | (10 Marks) |
| For candidates of village/town at distance:  |            |
| (a) Up to 1.5 Kms from school  | 10 Marks   |
| (b) Up to 2 Kms from school  | 08 Marks   |
| (c) Up to 3 Kms from school  | 06 Marks   |
| (d) Up to 4 Kms from school  | 04 Marks   |
| (e) Up to 5 Kms from school  | 02 Marks   |
| ii. Education Qualifications   | (08 Marks) |
| If Class 5 <sup>th</sup> passed  | 05 Marks   |
| If Class 8 <sup>th</sup> passed  | 08 Marks   |
| iii. Widows/persons living in extreme indigent conditions/women deserted by husbands | 03 Marks   |
| iv. For candidates whose families have Donated land for school                       | 03 Marks   |
| v. Candidates belonging to SC/ST/OBC/BPL   | 03 Marks   |

Candidates belonging to unemployed Families 03 Marks

**Total**

**30 Marks**

8. **APPLICATION OF RESERVATION ROSTER**

Since this is a contractual engagement by the SMCs for a particular school and that too for a specific period on a fixed remuneration, therefore, reservation roster is not applicable.

9. **DECLARATION OF RESULT**

Based on all relevant certificates enclosed with the application, a merit list will be drawn up and the person at the top will be offered appointment subject to the verification of all information and certificates against the original. Chairman of the selection committee will send his recommendation to the President, SMC of the concerned school for offering appointment to the person at the top of merit list.

10. **APPOINTMENTS**

The appointments of the selected Part Time-Multi Task Worker will be made on contractual basis by the employer i.e. president SMC after executing a proper agreement between the candidate selected for appointment and the President SMC on the prescribed form of agreement at Annexure-I.

**a) The job profile of the PTMTW**

The job profile of MTW will include:-

- i) Opening and closing of school premises.
- ii) Maintenance of cleanliness and hygienic conditions in the school premises class room and associated buildings of the school.

- iii) Distribution of dak, from school to various Offices etc.
- iv) Arrangements for drinking water to the School.
- v) Any other school related miscellaneous job assigned by the In charge of the school/SMC.

11. WAITING LIST

For every selected candidate, a waiting list of two candidates will be prepared on merit. The waiting list will be valid for one year after the selection process is over. Waiting list candidates may be appointed if the selected candidate does not join or he/she leaves the job within one year of appointment.

12. WAGES/HONORARIUM

The Part Time-Multi Task Worker will be paid a consolidated honorarium of Rs.5625/-per month for ten months in an academic year, by the respective employer SMCs of the area out of the Grant- in-Aid allocation made available by the State Government.

13. AGE

As prescribed by the Government from time to time. The age limits is to be reckoned on the first day of the year in which the posts are advertised by the SMCs of the area. The relaxation in the upper age limit in respect of categories of SCs/ STs/ OBCs etc. will also be admissible as per the State Govt. norms.

14. APPOINTING PUNISHING AUTHORITY

The Part Time-Multi Task Worker so recruited shall be contractual employees of the SMCs for all intents and purposes. The appointing /punishing authority in respect of Part Time-Multi Task Worker will be the executive committee of SMC.

5. ADMISSIBILITY OF CASUAL OR ANY KINDS OF LEAVE.

- d) One casual leave will be admissible to the Part Time-Multi Task Worker after putting in one months continuous service. Total casual leave admissible to the Part Time-Multi Task Worker will not exceed 10 in a year. No other kind of leave will be admissible to the Part Time-Multi Task Worker. Continuous absence beyond one week from the school without approval of the employer shall automatically lead to the termination of the services of the Part Time-Multi Task Worker. The Part Time-Multi Task Worker will not be entitled for any wages, honorarium for the period of absence.

16. RIGHT TO CLAIM REGULAR APPOINTMENT.

The candidates appointed as Part Time-Multi Task Worker under the scheme, by the respective SMCs will have no right, claim for regularization/absorption/ appointment as regular class-IV employees of the State Government.

17. The Government of Himachal Pradesh shall have the right to relax/amend any of the terms & conditions/provisions mentioned in the above scheme in public interest.

18. APPOINTMENTS ON EXTREME COMPASSIONATE GROUND

The Government will have the power to appoint any candidate as Part Time-Multi Task Worker on compassionate ground without following the selection process if the candidate is below the Poverty Line or has a Low Income Certificate issued by the Naib Tehsildar, Tehsildar, SDO(C) or Executive Magistrate of the concerned area and if the candidate is a :-

- i) Widow, or
- ii) Women deserted by the husband or otherwise destitute, or
- iii) Persons with special needs; or
- iv) An orphan; or
- v) Member of family living in extreme indigent conditions.

Family includes father, mother and their children. (This certificate will be issued by an officer not below the rank of SDO (C) of the area.

By Order


**Rajeev Sharma, IAS**  
Secretary (Education) to the  
Government of Himachal Pradesh

Endst.No. As Above  
Copy forwarded to:-

Dated: Shimla-02, the

16<sup>th</sup> July, 2020

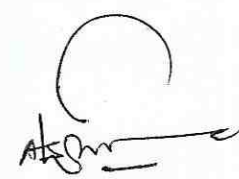
1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla.
2. The Pr. Secretary to Chief Minister, H.P., Shimla: H.P., Shimla-02.
3. The Secretary to the Governor, Himachal Pradesh, Shimla-02.
4. The Secretary, H.P. Vidhan Sabha, Shimla-04.
5. The Controller, Printing and Stationary, Himachal Pradesh for publication in Rajpatra please.
6. All the Deputy Commissioners in Himachal Pradesh.
7. The Special Secretary (Finance) w.r.t their U.O. No. Fin(C)-B(15)-5/2016-Loose dated 04.06.2020.
8. The Sr. Spl.PS/Sr.PS/PS to the Ministers in Himachal Pradesh.
9. The Sr.Spl. PS to the Chief Secretary, H.P.
10. The Deputy Secretary (GAD) to the Government of Himachal Pradesh w.r.t decision taken on Item No.12 in the Cabinet Meeting held on 10.07.2020.
11. The Director, Higher/Elementary Education, H.P.
12. All the SDMs/SDOs(C) in Himachal Pradesh.
13. All the Deputy Directors, Higher/Elementary Education, H.P.
14. All the Block Elementary Education Officers in H.P.
15. Guard File.

  
(Ved Prakash Garg) HPSS  
Deputy Secretary (Ele.Edu) to the  
Government of Himachal Pradesh

Directorate of Higher Education  
Himachal Pradesh, Shimla-1.

Endst. No.EDN-H(1)B(6)1/2020-PTMTW Dated : Shimla-1, the August, 2020.  
Copy for information and further necessary action is forwarded to:-

1. The Secretary Education, Govt. of H.P Shimla-2.
2. All the Dy. Directors of Higher Education, at District level in H.P
3. All the Heads of Govt. School in Hr. Education Deptt. in H.P.
4. Incharge, IT Cell to upload on Departmental website.
5. Guard file.

  
(Dr.Amarjeet K.Sharma)  
Director Hr. Education  
Himachal Pradesh.



FORM OF AGREEMENT TO THE EXECUTED BETWEEN SMCs AND Part Time  
Multi Task Worker SELECTED UNDER Multi Task Worker Policy 2020

An agreement made this the \_\_\_\_\_ day  
\_\_\_\_\_ in the year \_\_\_\_\_ between \_\_\_\_\_ (hereinafter  
called 'the contractual worker of the FIRST PART' and the President SMC of the other  
part.)

Whereas the SMCs has engaged the Party of the FIRST PART and the part  
of the FIRST PART has agreed to serve as Part Time-Multi Task Worker on the terms  
and conditions hereinafter contained.

WHEREBY It is agreed as follows

1. That the Part Time-Multi Task Worker shall remain in the service of the  
School/Institution, village \_\_\_\_\_ Gram Panchyat \_\_\_\_\_ for  
period commencing on the day of \_\_\_\_\_ and ending on the day of \_\_\_\_\_

\_\_\_\_\_ it is specifically mentioned and agreed upon by both the parties that the  
contract of employment of a part of the FIRST PART shall ipso-facto stand terminate  
on the last working day on \_\_\_\_\_ No formal notice/order by the party of the  
second part conveying the same shall be necessary.

2. That the employee shall submit himself/herself to the order of the SMCs and c  
the officers and the authorities under whom he/she may from time to time to be placed  
by the SMCs and shall abide by the instruction issued by the SMCs and the Education  
Department from time to time.

3. That he/she shall employ himself/herself efficiently and diligently and to the best of his/her ability as Part Time-Multi Task Worker and that he/she shall devote his/her time to the duties of the service and shall not engage directly or indirectly in any trade/business or occupation on his/her own account and that he/she shall not (except in case of accident or sickness certified by civil surgeon/authorised medical officer) absent himself/herself from his/her said duties without obtained prior permission from the immediate officer. The Part Time-Multi Task Worker will not be entitled for any remuneration for the period of absence.

4. The service of the party on the FIRST PART shall terminate as follows:-

(i) Automatically at the end of term given in the appointment letter.

(ii) By the SMC without previous notice, if the SMC is satisfied on medical evidence before it, that the party of the FIRST PART is unfit and is likely for a considerable period to continue unfit by reason of ill health for the discharge of his/her duties. Provided always that the decision of the SMCs that the party of the FIRST PART is

likely to continue unfit shall be conclusively binding on the party of the FIRST PART and thereupon his/her services shall be terminated.

iii) By the SMCs or its officers having proper authority without any previous notice, if the party of the FIRST PART is found to be prima-facie guilty of any insubordination, intemperance moral turpitude or other misconduct or of any breach or non-performance of any of the provisions of these presents, or is otherwise found unsuitable for the efficient performance of his/her duties.

iv) By one-month notice in writing given at any time during services under this agreement either by the Part Time-Multi Task Worker to the SMC or by the competent authority to the Part Time-Multi Task Worker.

v) Provided always that the SMC may pay the Part Time-Multi Task Worker or month's remuneration in lieu of such notice, and there upon this agreement shall be terminated forthwith.

5. SMCs shall pay the Part Time-Multi Task Worker as long as the employee shall remain on contract and actually perform the duties assigned to him/her a consolidated remuneration of Rs. ----- per month No. other allowances shall be admissible.

6. In respect of any matter of which no provision has been made in this agreement in the Part Time-Multi Task Worker Scheme, 2019 shall be dealt with as per the instruction issued by the Govt. from time to time.

7. The Part Time-Multi Task Worker shall have to execute the work assigned to him/her by the competent authority other than his/her own duties in public interest.

8. It is expressly stated and agreed to by the part of the FIRST PART that the duration of service under this agreement shall in no way give him/her any right to claim for absorption in regular vacancies that exist or may arise in future in particular cadre.

9. NOTWITHSTANDING anything herein before contained in this agreement the Govt. shall be free to make departure from the terms and conditions of this agreement in the exigencies of public service or in public interest if the circumstances so warrant.

10. This offer of appointment is non governmental on a fixed remuneration and it does not entitle him/her for any governmental scale.

11. FIRST PART shall have to furnish a declaration to the effect that he/she has more than one living spouse in case he/she is married.

12. FIRST PART will be required to take the prescribed oath of allegiance to the Constitution of India.

13. FIRST PART engagement is subject to character and antecedent being certified to be good by two gazetted officers responsible persons not being its relatives.

14. FIRST PART will have to furnish attested copies of certificates in support of dated of birth, academic qualification etc. at the time of joining the contract.

15. FIRST PART will have to produce medical certificate of its fitness from a Govt. Medical Officer before joining.

16. No TA/DA will be paid to FIRST PARTY for joining the contract.

17.

IN WITNESS WHEREOF THE part of the FIRST PART and SMCs on behalf of the party of the OTHER PART have hereinto set their hands the day month and year first, above written.

SIGNED BY:-

PARTY OF THE FIRST PART \_\_\_\_\_

IN THE PRESENC OF

1. \_\_\_\_\_

2. \_\_\_\_\_

SIGNED BY

PARTY OF THE SECOND PART \_\_\_\_\_

IN THE PRESENCE OF

1. \_\_\_\_\_

2. \_\_\_\_\_

DHE