

Copy of Govt. Notification No. EDN-C-B(2)35/2006 dated 25<sup>th</sup> July, 2011 received from the o/o Pr. Secy. (Education) to the Govt. of Himachal Pradesh endorsed to all the Heads of Departments in H.P.

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The Governor of Himachal Pradesh is pleased to frame the recruitment scheme for the appointment of Part Time Water Carriers in the schools of Education Department (Elementary & Higher Education Departments) as under with immediate effect:-

**1. OBJECTIVES:-**

- a) To provide Part Time Water Carriers in Himachal Pradesh Government Schools against vacancies or specifically created posts.
- b) To empower the SMCs further by decentralization and involving SMCs to the effective running of Govt. Schools.
- c) To provide an opportunity for the unemployed youth of the Himachal Pradesh to work in Govt. Schools of their villages located in or adjacent the jurisdiction of the Gram Panchayats/Urban local bodies and earns a decent honorarium as well.

**2. MODE OF APPOINTMENT**

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

**Higher Education Department**

- |   |          |
|---|----------|
| 1. SDO (C) concerned Area                                       | Chairman |
| 2. Principal/Headmaster of the concerned School                 | Member   |
| 3. President, School Mangement Committee<br>of concerned school | Member   |

**Elementary Education Department**

- |   |          |
|---|----------|
| 1. SDO (C) concerned Area                                       | Chairman |
| 2. Centre Head Teacher of concerned School                      | Member   |
| 3. President, School Mangement Committee<br>of concerned school | Member   |

**3. ELIGIBILITY CRITERIA :-**

Only such candidates will be eligible to apply for a post of Part Time Water Carrier, 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,

Contd....2....

in which the school is located, where the vacancy of part time water carrier exist. The candidates belonging to such adjacent Gram Panchyats where there is no GSSS/GHS/GMS/GPS shall have the opportunity with him/her to apply for the post of Part Time Water Carrier falling vacant in the equivalent school situated in the adjacent Panchyats.

**4. IDENTIFICATION OF VACANCIES**

The Deputy Director, Elementary/Higher Education will identify the schools which have the vacancies. The Part Time Water Carriers will be recruited for the Govt. Schools so identified by the Deputy Director, Elementary/Higher Education and approved by the Department and 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, Elementary/Higher Education after obtaining the approval from the Government through the Directorate of Elementary/Higher Education. Copy of the notification will be sent to the concerned SDO (C)/Chairman selection committee for inviting application. The Chairman of selection committee will call application for the recruitment against the post of Part Time Water Carriers by advertising through the school notice boards and sending one copy of Gram Panchyat.

**6. APPLICATIONS**

The candidates will have to apply for appointment as Part Time Water Carriers on plain paper, alongwith photocopies of certificates to the Head of concerned school 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 PTWC. The documents of the applicant shall be compared with the originals at the time of interview. The candidates will have to paste one attested passport size photograph on the application form.

**7. INTERVIEW AND MARKS**

- i) The selection committee shall judge the suitability of the candidates purely on merit. The Chairman of the committee will keep complete record of the selection process.
- ii) The selection committee shall hold interviews 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.

- i) In the interview marks shall be awarded to the candidates out of 30.  
The distribution of marks shall as under :-
- 1) 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.
  - 2) For candidates whose families have donated land for school 05 Marks
  - 3) Candidates belonging to SC/ST/OBC/BPL 03 Marks.
  - 4) Candidates belonging to unemployed Families 05 Marks.
  - 5) Interview/Viva 07 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 Water Carriers will be made on contractual basis by the employer SMC after executing a proper agreement between the candidate selected for appointment and the President SMC on the prescribed form of agreement at Annexure-1.

### **a) The job profile of the PTWC**

The job profile of PTWC will include:-

- i) Availability of safe drinking water to the students.
- ii) Maintenance of cleanliness and hygienic conditions in the school premises, class room and associated buildings of the school.
- iii) Any other school related miscellaneous job assigned by the Incharge of the school, School Management Committee.

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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. **COMPASSIONATE GROUND APPOINTMENTS**

The Government will have the power to appoint any candidate as Part Time Water Carrier on compassionate ground without following the selection process if the candidates 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 candidates is a :-

- i) Widow, or
- ii) Member of family living in extreme indigent conditions. Family includes father, mother and their children. (This certificate will be issued not below the rank of SDO (C); or
- iii) Women deserted by the husband or otherwise destitute, or
- iv) Handicapped persons; or
- v) An orphan.

13. **WAGES/HONORARIUM**

The Part Time Water Carriers will be paid an honorarium of Rs. 1200/- per month of 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.

14. **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.

15. **APPOINTING PUNISHING AUTHORITY**

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

16. **ADMISSIBILITY OF CASUAL OR ANY KINDS OF LEAVE.**

- i) One casual leave will be admissible to the Part Time Water Carriers after putting in one months continuous service. Total casual leave admissible to the Part Time Water Carriers will not exceed 10 in a year. No other kind of leave will be admissible to the Part Time Water Carriers.

- ii) Continuous absence beyond a week from the school with out approval of the employer shall automatically lead to the termination of the services of the Part Time Water Carriers. The part Time Water Carriers will not be entitled for any wages/ honorarium for the period of absence.

**17. RIGHT TO CLAIM REGULAR APPOINTMENT.**

The candidates appointed as Part Time Water Carriers under the scheme, by the respective SMCs will have no right claim regularization/absorption/appointment as regular Class-IV employees of the State Government.

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. Reply & Savings:-**

i) The recruitment scheme for the appointment of Part Time Water Carriers in Education Department notified vide notification No. EDN-C-B(2)35/2006, dated 09-09-2009 & dated 28-02-2011 are hereby repealed.

ii) Notwithstanding such repeal any appointment made or anything done or any action taken under these schemes, so repealed shall be deemed to have been validly made, done or taken.

By Order  
(Shrikant Baldi)  
Pr. Secy. (Education) to the  
Government of Himachal Pradesh.

**Directorate of Elementary Education  
Himachal Pradesh, Lalpani Shimla-1**

**Endst. No. EDN-(Ele.)H(1)B(6)-18/88-(Policy) Dated: Shimla-I, the 30<sup>th</sup> July, 2011.**

**Copy forwarded for information and necessary action to:-**

1. Principal Secretary (Edu.) to the Govt. of Himachal Pradesh Shimla-2.
2. P.S. to Director of Elementary Education H.P. Shimla-I.
3. P.A. to Joint Director (Admn.) Directorate of Ele. Edu. H.P. Shimla-I.
4. Incharge, Literacy Directorate of Adult Education H.P. Shimla-I
5. All the Dy. Director of Elementary Education Himachal Pradesh.
6. All the Principal DIET in Himachal Pradesh.
7. All the Distt. Adult Education Officers/Project Officer Adult Edu. in HP.
8. All the Block Elementary Education Officer in Himachal Pradesh.
9. All the Branch Officers/Supdt. Directorete of Elementary Education H.P.
10. Guard file.

  
**DIRECTOR**

## ANNEXURE-I

### FORM OF AGREEMENT TO THE EXECUTED BETWEEN SMCs AND PART TIME WATER CARRIERS SELECTED UNDER PART TIME WATER CARRIER SCHEME, 2011

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An agreement made this the \_\_\_\_\_ day of \_\_\_\_\_ 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 party of the FIRST PART has agreed to serve as part time water carrier on the turms and conditions hereinafter contained.

#### WHEREBY It is agreed as follows

1. That the PART TIME WATER CARRIER shall remain in the service of the School/Institution, village \_\_\_\_\_ Gram Panchyat \_\_\_\_\_ for a 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 terminated 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 of 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 Water Carriers 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 with out obtained prior permission from the immediate officer. The Part Time Water Carriers will not be entitled for any remuneration for the period of absence.
4. The service of the parity 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 allways 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 part of the FIRST PART is on to be prima-facie guilty of any insubordination, intemperance moral turpitude or other misconduct or of any branch 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 Water Carrier to the SMC or by the competent authority to the Part Time Water Carrier.

v) Provided always that the SMC may pay the Part Time Water Carrier one month's remuneration in lieu of such notice, and thereupon this agreement shall stand terminated forthwith.

5. SMCs shall pay the Part Time Water Carriers as long as the employee shall remain on contract and actually perform the duties assigned to him/her a consolidated remuneration of Rs. 1200/- per month No. other allowances shall be admissible.

6. In respect of any matter of which no provision has been made in this agreement or in the Part Time Water Carriers Scheme, 2011 shall be dealt with as per the instruction issued by the Govt. from time to time.

7. The Part Time Water Carriers 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 any 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 cader.

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

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

11. FIRST PART shall have to furnish a declaration to the effect that he/she has not more that 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.

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. \_\_\_\_\_

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