

Government of Himachal Pradesh
Department of Social Justice & Empowerment

No. WLF-B(14)-3/87 dated, Shimla-2 the 5th October, 2009

Notification

In continuation of this department notification of even number dated 11th April 2007, 06-07-2007, 20-09-2007, 17-06-2008, 18-11-2008 and 07-01-2009, the Governor, Himachal Pradesh is pleased to issue the revised guidelines for the appointment of Anganwadi Workers/ Helpers Under ICDS Programme in Himachal Pradesh as per Annexure-A.

The above guidelines shall come into force from the date of issue of this notification.

By order

Pr. Secretary (SJ&E) to the
Govt. of Himachal Pradesh.

Endst. No. As above dated,, Shimla-2 the 5th October, 2009

Copy to the following for information and necessary action to:-

1. The Pr. Secretary (Panchayati Raj), to the Govt. of H.P.
2. The Addl. Secretary (GAD) to the Govt. of H.P.
3. The Director (SJ&E), H.P. Shimla-9 with reference to the letter No. 14-29/87-ICDS dated 10-07-2009 with 5 spare copies.
4. The Controller, Printing & Stationery Department , H.P. Govt. Press Shimla-5 for publication in the Rajpatra
5. Guard file.

Sd-

Under Secretary(SJ&E) to the
Govt. of Himachal Pradesh.

Annexure-A

Scheme/Guidelines for the engagement of the Anganwadi Workers/ Helpers on honorary basis under ICDS scheme run by Social Justice & Empowerment Department

I Selection procedure

1. Objectives

- a) To fulfill the objective of ICDS scheme and to ensure regular integrated delivery of package of early childhood services to children expectant and nursing mothers from the focal point i.e. Anganwadi Centres;
- b) To provide an opportunity for the local women of the State to work /serve on Voluntary basis in Anganwadi Centres, opened under ICDS Scheme, on fixed monthly honorarium decided by the Centre /State Govts. from time to time.

2. Selection Committee

The engagement of Anganwadi Workers and Helpers shall be made by the following Selection Committee:-

1. Sub-Divisional Officer (Civil)

..... **Chairman**

2. Child Development Project Officer

(concerned project)

(custodian of all records)

.....**Member**

3 Tehsil Welfare Officer/

Asstt.Child Development Project Officer/

Statistical Assistant (where ACDPO is not available)

..... **Member**

3. Honorarium

The Anganwadi Workers and Helpers will be paid monthly honorarium on the rates given below and rate of honorarium will be subject to change from time to time by Centre and State Govt.:-

a) Anganwadi Worker Rs. 1800(Rs. 1500 Centre Govt. + Rs. 300 State Govt.)

b) Anganwadi Helper Rs. 950(Rs. 750 Centre Govt.+ Rs. 200 State Govt.)

4. Eligibility Criteria

Only such female candidates are eligible to apply for the post of Anganwadi Worker or Helper who are:

a) Normal residents of the village (in case of Rural Area) /ward (in case of Urban Area) where Anganwadi Centre is located or belongs to the feeding villages/wards of the Anganwadi area.

Family wise freezing of the list of families being covered in the feeder area of the AWC will be ensured as on first January of recruitment year before starting the selection process and advertising of vacancies with due publicity and only the residents of the areas as above will be entitled to apply. If the candidates are not available within the feeder area, applications can be invited from the desirous candidates residing within the area of the concerned Gram Panchayat after taking due approval (in case the feeder area falls in 2 Gram Panchayats) from the Director SJ& E.

b) For Anganwadi worker minimum qualification shall be Matric or equivalent and for Helper minimum qualification should be Primary .

c) Age between 21-45 years;

d) The annual income of the family of candidate does not exceed Rs. 15,000/- Per annum which is to be certified / countersigned by an officer not below the rank of Tehsildar.

5. Advertisement of Vacancies

The vacancies of Anganwadi Workers and Helpers shall not be notified through the Employment Exchange. The Child Development Project Officer will call applications for engagement of Anganwadi Workers/Helpers by **formally** advertising the vacancies through **News Papers and Akashwani. Publicity of vacancies shall also be made through ICDS** Supervisors/ Chairman Panchayat Samiti /Members Panchayat Samiti / Pradhan Gram Panchayat /Secretary Notified Area Committee /Municipal Committee (in case of Urban Anganwadi Centre)/ Mahila Mandal members residing in the Anganwadi area/feeder area. Notice of vacancy shall also be notified in writing to all members of Panchayat Samiti and Panchayat /Municipality and on the notice board of Deputy Commissioner office/local Sub-divisional Magistrate office and Child Development Project Office.

Frozen list of families which would be as on 1st January of the recruitment year will be displayed on the Notice Boards of all above offices to enable the eligible women members of these families to apply for posts/ vacancies. Procedure for appointment and distribution of marks should also be published in the same letter/notice.

6. Applications

The desirous candidates will have to apply on plain paper to the Child Development Project Officer concerned. **Receipts will be given to all the applicants by the CDPO office. The applicants will be required to bring the testimonials/certificates on the day of interview, which will be screened by the selection committee and the applicants having the requisite documents/testimonials will be eligible to appear for the interview. However, the Selection Committee will give speaking remarks about non eligibility of the candidate/s to be recorded on the merit list in remarks column. Besides, to give maximum opportunity to the desirous candidates and select best available candidate it has been provided for walk-in interviews and any candidate coming with the requisite documents on the day of interview will be provided the opportunity to appear before the selection committee.**

7. Marks

Selection shall be based on merit out of the total marks of 25. Marks will be awarded as follows: -

1. Anganwari Workers

A) Maximum 13 Marks for educational qualification will be given in the following manner:-

- i) Percentage of Marks in matric divided by 10 subject to the maximum of 10 marks.
- ii) Candidates who possess 10+2 and higher educational qualification will be given 3 additional marks.

B) Maximum 2 marks for experience to be given as under:-

- **One mark** for candidates having experience as Anganwadi Helper/ Balsevika/ Balwadi Teacher/ Nursery Teacher for one year or Shishu Palak of ECCE center for 10 months.

or

- **Two marks** for candidates having experience as Anganwadi Helper/ Balsevika/ Balwadi Teacher/ Nursery Teacher for two or more years.

C) 2 marks for disabled women having 40 % and above disability subject to the condition that the type of disability is not such as to hamper the discharge of her job responsibility.

D) 2 marks for SC/ST/ OBC candidates.

E) 2 marks for State Home/ Balika Ashram Inmates/ Orphans/ Widows/ Destitutes and Divorcees.

F) 4 marks for personal interview.

Total 25 marks

2. Anganwari Helpers

A) 10 marks – Primary Pass.

i) **3 additional marks** for those candidates who are matriculate or above.

B) Maximum 2 marks for experience to be given as under:-

- **1 mark** for candidates having experience as Anganwadi Helper/ Balsevika/ Balwadi Teacher/ Nursery Teacher for one year or Shishu Palak of ECCE center for 10 months.

Or

- **2 marks** for candidates having experience as Anganwadi Helper/ Balsevika/ Balwadi Teacher/ Nursery Teacher for two or more years.

C) **2 marks** for disabled women having 40 % and above disability subject to the condition that the type of disability is not such as to hamper the discharge of her job responsibility.

D) **2 marks** for SC/ST/ OBC candidates.

E) **2 marks** for State Home/ Balika Ashram Inmates/ Orphans/ Widows/ Destitutes and Divorcees.

F) **4 marks** for personal interview.

Total 25 marks

8. Finalization & Declaration of result

The result will be declared by the Selection Committee within one day of the completion of all interviews.

9. Orders

On the basis of result, engagement of the selected Anganwadi Worker and Helper will be done by the concerned Child Development Project Officer within a week of the declaration of result.

10. Panel

For every selected/engaged candidate, one candidate who is next in merit will be kept in waiting. This waiting list will be valid for **6 months** after the selection process is over. Candidate kept in waiting may be engaged if the selected candidate does not join or leaves the job within **6 months** of engagement. **In the eventuality of Court cases this waiting list will be valid for a period of 45 days after final order is passed by the Hon'ble Court in the matter.**

11. Relaxation of eligibility

No exemption will be given.

12. Appeal against selection

1st and final appeal by any aggrieved candidate can be made to the concerned Deputy Commissioner who will decide the same within 15 days from the date of filing appeal.

II Terms and Conditions of Services

1. Duties

The Anganwadi Workers and Helpers will be responsible to perform all duties / responsibilities related to ICDS and Women Empowerment Programmes, as per ICDS manual and instructions issued by the Centre and State Govt. from time to time.

2. Training

The engaged Anganwadi Worker and Helper will have to undergo prescribed job training/orientation and refresher courses from time to time. The worker will have to undergo job training within one year from the date of joining as worker. If she fails to undergo job training within the stipulated period, her engagement will be cancelled. If any worker fails twice in job training she will have to undergo job training from her own expenses.

3. Leave

The Workers/Helpers shall be entitled for leave as per guidelines issued by the Government of India from time to time.

4. Transfer/Adjustment of the Anganwadi Workers/Helpers

Under ICDS programme there is no provision of transfer of Anganwadi Workers/ Helpers as these are honorary workers. However, only at the time of marriage of AWW or AWH if, vacancy exists at the place of her **husband's normal place of residence/ place of marriage, she can be adjusted on request made within one month of date of marriage only once during her tenure. Divorcee/ destitute women living with their parents in Anganwari area, but working at the place of marriage can be transferred to the place of Anganwari falling in the parental area subject to availability of vacancy.**

5. Resignation

a) In case of permanent shifting of the Anganwadi Worker or Helper from Anganwadi Area due to her marriage or otherwise, **if there is disruption in the delivery of services** she will have to resign within a month. In case she does not resign, services will be terminated after giving 15 days notice through registered post with AD.

b) The Anganwadi Worker/Helper will submit her resignation to the Child Development Project Officer.

c) In both cases the CDPO concerned shall be the competent authority to accept the resignation and for termination of services under intimation to Director, SJ&E.

6. Age of retirement

An Anganwadi Worker or Helper can work as Anganwadi Worker or Helper up to the age of 60 years. On attaining the age of 60, Child Development Project Officer will issue office orders for her retirement **which will be effective from the last date of the month of her birth / attaining 60 years of age.**

7. Removal

Anganwadi Worker and Helper are honorary workers. For any act of misconduct, misbehavior and for non-performance of her duties, the services of an Anganwadi Worker or Helper can be terminated after serving 15 days notice for giving reasons to be recorded in writing. **The termination order will be issued by the concerned Child Development Project Officer with due approval of Director(SJ&E).**

8. Rights to claim Regular Appointment

Any candidate engaged as Anganwadi Worker or Helper shall have no right to claim regularization /absorption /appointment as regular govt. employee of the State Govt.

9. Right of amendments

The Govt. of Himachal Pradesh shall have the right to amend any of the provisions mentioned in the above scheme in public interest.

10. Repeal

All previous instructions/ guidelines issued regarding appointment of Anganwadi Workers /Helpers will stand repealed from the date of notification of new scheme.