

**AUTHORITATIVE ENGLISH TEXT OF GOVERNMENT NOTIFICATION  
NO FFE-A(B)2-6/2014 DATED 31-05-2016 AS REQUIRED UNDER  
CLAUSE (3) OF ARTICLE 348 OF THE CONSTITUTION OF INDIA**

**Government of Himachal Pradesh  
Department of Forests**

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No FFE-A(B)2-6/2014 Dated:Shimla-171002,

31-05-2016

**NOTIFICATION**

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh is pleased to make the Recruitment and Promotion Rules for the post of Multipurpose Worker (MPW), Class-IV (Non-Gazetted) Ministerial Services, in the Department of Forests, Himachal Pradesh as per Annexure-'A' Attached to this notification, namely :-

1. Short title and Commencement.	1	These rules may be called the Himachal Pradesh, Forest Department, Multipurpose Worker (MPW), Class-IV (Non-Gazetted) Recruitment and Promotion Rules, 2016.
	2	These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

By Order

R.D. Dhiman  
Principal Secretary (Forests) to the  
Government of Himachal Pradesh

Endst. No. FFE-A(B)2-6/2014

Dated:Shimla-171002,

31-05-2016

Copy is forwarded to:-

1. The ACS (Personnel)/ACS(Finance)/Pr. Secretary(Law) to the of Govt. of HP
2. The Joint Legal Remembrance-cum- Joint Secretary(Law) to the Govt. of HP
3. The Secretary, HP Public Service Commission, Nigam Vihar Shimla-2.
4. The Pr.CCF(HoFF)/Pr.CCF(WL)/All the APCCF,HP.
5. The MD, HPSFDC, Kasumpti Shimla-9.
6. All the CCF's/CFs in HP.
7. The AG/Dy. AG,HP Shimla-3.
8. The Controller, HP Govt. Press Shimla-5.
9. The Dy. Controller(F&A) O/o the Pr.CCF,HP Talland Shimla-1.
10. Guard File/Spare Copies(50 copy).

(D.C. Rana),

Additional Secretary(Forests) to the  
Government of Himachal Pradesh

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ANNEXURE-'A'

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF MULTIPURPOSE WORKER, CLASS-IV (NON GAZETTED) IN THE DEPARTMENT OF FORESTS, H.P.**

1. Name of the post : Multipurpose Worker
2. Number of posts : 50 (Fifty)
3. Classification : Class-IV (Non Gazetted)
4. Scale of Pay : (i) Pay band for regular incumbents:  
Rs. 4900-10680+ Rs. 1300/- Grade pay  
(ii) Emoluments for contract employees:  
Rs. 6200/- as per details given in Col. 15-A.
5. Whether "Selection or Non- Selection post" : Not applicable.
6. Age for direct recruitment : Between 18 and 45 years

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad-hoc or on contract basis:

Provided further that if a candidate appointed on ad-hoc basis or on contract basis had become over-age on the date when he/she was appointed as such he/she shall not be eligible for any relaxation in the prescribed age limit by virtue of his/her such ad-hoc or contract appointment :

Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies, who happened to be Government Servants before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who are/were subsequently appointed by such Corporations/ Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/ Autonomous Bodies.

- i) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/ are advertised for inviting applications or notified to the Employment Exchanges, as the case may be.
- ii) Age and experience in the case of direct recruitment relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.

7. Minimum Educational & other Qualification required for direct recruit(s).

: a) **Essential Qualifications**

- (i) He /She should be 8<sup>th</sup> pass from an Institute recognized by the Government of HP.
- (ii) He/She must have an experience in Gardening for one year.

OR

He/She should have experience of housekeeping/ cooking for at least one year.

b) **Desirable Qualification**

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and Educational Qualification(s) prescribed for Direct recruit(s) will apply in case of the promotee(s)

: Age : Not applicable

Educational Qualification : Not applicable

9. Period of probation, if any

: Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment, whether by direct recruitment or by promotion, secondment, transfer and the percentage of posts, to be filled in by the various methods: 100% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be, failing which by transfer.
11. In case of recruitment by promotion, secondment, transfer, grades from which promotion/ secondment/ transfer is to be made: By transfer from amongst the Class-IV officials, with 2 years regular service in the grade, working in the identical pay scale of this post strictly on the basis of inter-se seniority.
12. If a Departmental Promotion Committee exists, what is its composition? Not applicable
13. Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment: As required under the Law.
14. Essential requirement for direct recruitment: A candidate for appointment to any service or post must be a citizen of India
15. Selection for appointment to the post by direct appointment: Selection for appointment to the post of direct recruitment shall be made on the basis of viva-voce test if the recruiting authority, so consider necessary or expedient by a written test or practical test, the standard syllabus etc. of which, will be determined by the recruiting authority.
- 15-A Selection for appointment to the post by contract appointment : Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:-

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**(I) Concept:**

- (a) Under this policy, the Multipurpose Worker in Forest Department HP will be engaged on contract basis initially for one year which may be extendable year-to-year basis:

Provided that for extension/ renewal of contract period on year-to-year basis, the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

- (b) **Post falls outside the purview of the HPPSC/ HPSSSB**

The Conservator of Forests of concerned circle after obtaining approval of the Government to fill up vacant posts under direct recruitment on contract basis will advertise the details of the vacant posts in at least two leading newspapers and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these Rules.

- (c) The selection will be made in accordance with the eligibility conditions prescribed in the R&P Rules.

**II. Contractual Emoluments:**

The Multipurpose Worker appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 6200/- per month (which shall be equal to the minimum of the pay band + Grade pay of the post). An amount of Rs 190/- (3% of the minimum of pay band+grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

**III. Appointing/Disciplinary Authority:**

The Divisional Forest Officer of the concerned Division will be the Appointing and Disciplinary Authority.

**IV. Selection Process:**

Selection for appointment to the post, in the case of contract appointments, will be made on the basis of viva-voce test or if considered necessary by written test or practical test, the standard/ syllabus etc. of which will be determined by the concerned Recruiting Agency i.e. Forest Department.

**V. Committee for Selection of Contractual Appointments:**

For selection of the contractual appointees there shall be a Circle wise Selection Committee constituting of the following:-

- i) Conservator of Forests --- Chairman
- ii) Divisional Forest Officer --- Member
- iii) Divisional Forest Officer/ Assistant Conservator of Forests --- Member

**VI) Agreement:**

After selection of a candidate, he/she shall sign an agreement as per Annexure- 'B' appended to these Rules.

**VII Terms and Conditions :**

- a) The contractual appointee will be paid fixed contractual amount of Rs. 6200/-per month (which shall be equal to the minimum of the pay band + grade pay of the post). The contract appointee will be entitled for increase in contractual amount @ Rs. 190/- (3% of the minimum of pay band+grade pay of the post) for further extended years and no other allied benefits such as seniority/selection scale etc. will be given.
- b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory.
- c) Contract Appointee will be entitled for one day's Casual Leave after putting one-month service. However, the contract appointee will also be entitled for 135 days Maternity Leave, 10 days Medical Leave and 5 days Special Leave. No leave of any other kind except above is admissible to the contract appointee:

Provided that the un-availed Casual Leave, Medical Leave and Special Leave can be accumulated up to the calendar year and will not be carried forward for the next calendar year.

- d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for unauthorized absence from duty were

beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, Contract Appointee shall not be entitled for contractual amount for the period of absence from duty:

Provided that contract appointee shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

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- e) An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
  - f) Selected candidate will have to submit a certificate of his/her fitness from a Government/ Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/ Practitioner.
  - g) Contract appointee will be entitled to TA/ DA if required to go on tour in connection with his/her official duties at the same rate as applicable to their regular counterpart official at the minimum of the pay scale.
  - h) Provisions of service Rules like FR, SR, Leave Rules, GPF Rules, Pension rules and Conduct Rules etc. as are applicable in case of regular employees will not be applicable in the case of Contract Appointees. They will be entitled for emoluments etc. as detailed in this column.



16. Reservation: : The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Caste/Scheduled Tribe/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17. Department Examination : Not applicable
18. Power to Relax : Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provisions of these Rules with respect to any class or category of person(s) or post(s).

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**Form of contract/agreement to be executed between the Multipurpose Worker and the Government of Himachal Pradesh through concerned Divisional Forest Officer.**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ between Sh./Smt. \_\_\_\_\_ S/o /D/o Shri \_\_\_\_\_ R/o \_\_\_\_\_ Contract appointee (hereinafter called the FIRST PARTY), AND the Governor of Himachal Pradesh through concerned Divisional Forest Officers(here-in-after called the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Multipurpose Worker on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Multipurpose Worker on Contract basis for a period of one year commencing on day of \_\_\_\_\_ and ending on the day of \_\_\_\_\_. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on \_\_\_\_\_ and information notice shall not be necessary:  
Provided that for further extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/ extended.
2. The contractual amount of the FIRST PARTY will be Rs. 6200/- per month, (which shall be equal to minimum of the pay band + grade pay of the post). The contract appointee will be entitled for increase in contractual amount @ Rs. 190/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/selection scale etc. will be given.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/ posted against the vacancy for which the FIRST PARTY was engaged on contract.
4. Contractual Multipurpose Worker will be entitled for one day casual leave after putting in one month service. However, the contract employee will also be entitled for 135 days Maternity Leave, 10 days Medical Leave and 5 days Special Leave. No leave of any other kind except above is admissible to the contractual Multipurpose Worker:

Provided that the un-availed Causal Leave, Medical Leave and Special Leave can be accumulated upto the Calendar Year and will not be carried forward for the next Calendar Year.

5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while

considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. An official appointed on contract basis who has completed 3(three) years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidate pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.
8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of the pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF/CPF will not be applicable to contractual appointee(s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

(Signature of the FIRST PARTY)

IN THE PRESENCE OF WITNESS:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

(Signature of the SECOND PARTY)

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