CHAUDHARY DEVI LAL UNIVERSITY

(*Established by the State Legislature Act 9 of 2003*)

BARNALA ROAD, SIRSA-125055

Telephone No. **01666-239822**, Email: **genbr@cdlu.ac.in**

No. CDLU/Gen/AG-II/2022/ 8351-8425
Dated 13.10.22

(Through e-mail)

To

1. All Deans/Directors, C.D.L.U., Sirsa
2. All Chairpersons, University Teaching Departments, C.D.L.U., Sirsa
3. Controller of Examinations, C.D.L.U., Sirsa
4. Librarian, Vivekananda Library, C.D.L.U., Sirsa
5. Principal University College, C.D.L.U., Sirsa
6. All Branch Heads/Incharges, C.D.L.U., Sirsa

Sub: Follow up action on the decision (s) taken by the Executive Council in its 68th meeting held on 30.09.2022.

Sir/Madam,

Kindly find enclosed herewith a copy of Deployment of Contractual Persons Policy, 2022 issued by Chief Secretary to Government of Haryana vide No. 16/91/2021-3GS-II dated 30.06.2022, duly approved by the Executive Council vide Resolution No. 68.37 in its meeting held on 30.09.2022 for your information and further necessary action.

DA: As above

13/10/2022
Assistant Registrar (Gen.)

No. CDLU/Gen./AG-II/2022/_____ Dated: _____

A copy of the above is forwarded to the following for information and further necessary action: -

1. Deputy Registrar (Academic), C.D.L.U., Sirsa w.r.t. letter No. Acad./AC-I/2022/2886 dated 03.10.2022.
2. J.D. Audit, C.D.L.U., Sirsa.
3. Incharge, University Website for uploading the same on the University website, C.D.L.U., Sirsa
4. P.S. to Vice Chancellor (for kind information of the Vice-Chancellor), C.D.L.U., Sirsa
5. P.A. to Registrar (for kind information of the Registrar), C.D.L.U., Sirsa

Assistant Registrar (Gen.)

No.16/91/2021-3GS-II
Haryana Government
Human Resources Department
(General Services-II Branch)

Dated: Chandigarh, the 30th June, 2022.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors/ Chief Administrators/CEOs of Boards/Corporations/Public Undertakings in Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar, Punjab and Haryana High Court, Chandigarh.
6. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
7. Registrars of all the Universities in Haryana.

Subject: Deployment of Contractual Persons Policy, 2022.

Sir/Madam,

I am directed to invite your attention to Government instructions No. 16/7/2015-3GS-II, dated 28.09.2021 vide which fresh engagement under Outsourcing Policy Part-I & Part-II was stopped because the matter regarding revision of this policy was under consideration. Now after careful consideration, Government has framed a policy namely, Deployment of Contractual Persons Policy, 2022 applicable from 01.04.2022 (copy enclosed) for deployment of contractual manpower through the Haryana Kaushal Rozgar Nigam Ltd.

2. This policy may please be brought to the notice of all concerned for compliance in letter and in spirit.

Yours faithfully,

Sattpal Singh

Superintendent General Services-II
for Chief Secretary to Government, Haryana.

30/6

HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(General Services-II Branch)
NOTIFICATION

Dated: Chandigarh, the 30th June, 2022

No. 16/91/2021-3GS-II.— The Governor of Haryana is pleased to declare the following policy for deployment of persons for a limited period on contract basis, namely:-

1. Short title and commencement

*This policy may be called the **Deployment of Contractual Persons Policy, 2022.** This policy shall come into effect from 1st April, 2022.*

2. Object of the Policy

With a view to strengthen the delivery of services to the people, it is necessary to engage manpower for activities/services that are of an auxiliary or supporting nature. The object of the policy is to meet short term unskilled and semi-skilled manpower requirement including emergent needs of the Government organisations not above the Job Role of Level-III by deploying deserving & trained manpower.

3. Application of Policy:

This policy shall be applicable in all the Departments/Boards/Corporations/Public Sectors Undertakings/ Missions/Authorities to deploy manpower for any Job Role whether listed or not in the Annexures of Nigam Wage Rates but is of the Level I to Level-III. However, this policy shall not be applicable to the following:-

(i) the Service Level Agreements (SLAs) made by an organisation through tender on contract basis, e.g., cleaning of premises, housekeeping services, without any reference of number of manpower. Such contracts shall be decided by the Organisation concerned at its own level as before. However, this Policy shall be applicable if the number of personnel of the Level of I, II or III are mentioned for any kind of service;

(ii) the manpower engaged for skilled/highly skilled and/or administrative job roles above level-III;

(iii) the contractual persons deployed by an Organisation operating the projects/schemes under projects guidelines, e.g., NHM, HRDA etc;

(iv) the persons deployed through HARTRON against a sanctioned post;

(v) the persons engaged under Outsourcing Policy Part-II;

(vi) part time contractual workers like Anganwadi worker, part time water pump operator etc.;

(vii) the persons deployed under a Centrally sponsored Scheme;

(viii) retired employees *whose* appointment and remuneration is governed by Haryana Civil Services Rules, 2016; and

(ix) *interns/apprentices and Young Professionals.*

For these cases, relevant existing Service Byelaws/Rules/Regulations/Project guidelines/Instructions of the Government of Haryana shall be applicable.

4. Definitions

i. ***'contractual deployment'** means deployment of a person for a job role on contract basis for a limited or specific period not exceeding one year subject to certain terms and conditions;*

ii. ***'contractual Job role'** means the job roles of Level-I to Level-III for which contractual manpower is required. List of contractual job roles of Level-I to Level-III is available at Annexure-A, B & C of this policy;*

iii. ***'deployment Offer Letter'** (DOL) means the letter of terms and conditions of the deployed person generated by Nigam portal;*

iv. ***'Government'** means the Haryana Government in Human Resources Department;*

v. ***'Indent Cost'** means the amount of applicable Nigam Wage Rate, employer share in EPF account, Employees State Insurance (ESI); and any other mandatory fund/cess and Service Charges;*

vi. ***'indenting Organisation'** means all the Departments, Boards, Corporations, Statutory Bodies, Universities, Public Sector Undertaking, Mission, Authorities, etc. under the control of Haryana Government and also private establishment which send their indent to deploy manpower to the Nigam;*

vii. ***'Job Role Annexure'** means Annexure A, B and C appended to this Policy as amended from time to time.*

viii. ***'Nigam'** means the Haryana Kaushal Rozgar Nigam Limited; It shall work as a Government approved agency for the purpose of deployment of contractual manpower to Indenting Organisations under the control of Haryana Government and private establishments as per their requisition. However there will be no relationship between the Nigam and the deployed person that of employer and employee;*

ix. ***'Nigam wage rates'** means the rate of wages specified by Government from time to time for job roles of Level-I to Level-III;*

x. ***'policy'** means the 'Deployment of Contractual Persons Policy, 2022';*

xi. ***'Principal Employer'** means the Indenting Organisation registered u/s 7 of the Contract Labour (Regulation and Abolition) Act, 1970;*

xii. ***'Service User/End User'** means an Indenting Organisation/Entity which consumes or makes use of the services produced by the Service Provider.*

5. Role of Indenting Organisations

5.1 Registration as Principal Employer:

Any Indenting Organisation which seeks more than 50 (fifty) contract workers from the Nigam shall ensure that they are registered with Haryana Labour Department u/s 7 of the Contract Labour (Regulation and Abolition) Act, 1970.

5.2 Assessment of contractual manpower requirement:

(1) Indenting organisation shall quantify its requirement for contractual manpower and get the prior approval from the Finance Department through their Administrative Secretary concerned. The assessment of contractual manpower requirement shall be based on available "staff norms/work norms". In case of requirement of clerical manpower, the staffing norms prescribed by Administrative Reforms Department, Haryana shall be applied to work out the quantitative requirement. In case of certain categories of manpower for which work/staff norms of Government of Haryana/Government of India are available with any department, the same shall be applied to assess the quantitative requirement viz. sanitation – manpower vis-a-vis running meters, etc.

(2) The persons who have already been deployed by the Nigam, all the Departments shall obtain their ex-post facto approval from Finance Department.

5.3 Placing manpower indent with the Nigam:

All Indenting Organisations shall submit their requisitions with the copy of prior approval of Finance Department indicating the quantity of manpower required for any of the notified job roles, location (district), the period for which required, along with details of the available budget for payment of wages through the designated Nigam web-portal. All indents shall be placed online at the web-portal of the Nigam. Each Indenting Organisation will be given User ID and password by the Nigam for the purpose of submitting requisition of manpower on the web-portal.

5.4 Budgetary provision:

Each indenting department shall ensure that they have sufficient budget for payment of wages of contract staff under the Contractual Services budget head – 69. Likewise the organisations other than the departments of the State Government shall ensure timely payment of wages of contractual staff.

5.5 Timely payment for indent cost:

Indenting organisations shall ensure timely payment of indent cost to the Nigam for the deployed manpower. If payment of wages of deployed manpower is not executed by 7th of every month, the Nigam shall be at liberty to withdraw the deployed manpower and/or levy a penalty at the rate of INR 50 per day per deployed manpower on the indenting organisation. All the Indenting Organisations at the time of making payments to the Nigam shall follow the provisions of the GST and Income Tax Act, 1961 for TDS, as and where applicable.

5.6 Service Charges by the Nigam:

While raising the monthly wage bill to the Indenting Organisation the Nigam shall charge 1% of the monthly wage amount (excluding GST) as its service charge and indenting organisations shall be liable to pay the same.

5.7 Action before or after joining of contractual manpower:

Before the issue of DOL, the Nigam shall verify the documents submitted by the registered candidates. Similarly, on receipt of copy of DOL, the indenting organisation before allowing to join the contractual manpower shall verify the documents related to the requisite qualifications, work experience as per eligibility criteria, verification of character and antecedents, etc. as per provision in the instructions in this regard issued by Government from time to time. If any of the required document(s) of the recommended person is not found correct, the Indenting Organisation will reject the candidature under intimation to the Nigam and seek fresh recommendation in lieu thereof, if required. Upon joining of the person(s), the Indenting Organisation shall intimate to the Nigam on the portal, after which web-portal will generate an Identity Card to be made available to the deployed person.

5.8 Performance monitoring of contractual manpower:

The Indenting Organisation will undertake performance appraisal and keep monthly attendance record of each deployed manpower. The performance and attendance details shall be uploaded to the Nigam web-portal. The services rendered by the manpower deployed by the Nigam shall be under the close supervision of the respective Indenting Organisation. In case of negligence of duties and misconduct, an intimation in this regard shall invariably be made by the Indenting Organisation/Immediate Employer to the Nigam through the web-portal. In such cases, the Nigam shall be competent to take punitive action against the deployed person or to remove him before completion of the term of deployment, after serving a show cause notice.

5.9 Term of deployment:

Under this policy the term of deployment in the first instance shall be for a period of one year or the period specified in the DOL, whichever is earlier. It will cease automatically without providing any claim to the deployed manpower to any continuation of deployment or any consequential benefits. Two months prior to the expiry of the deployment term, the Indenting Organisation, based on the monthly performance appraisal and consent of the deployed manpower, shall submit an extension request for a specified period, less than or equal to a year, subject to approval of Finance Department. After proper examination, the Nigam shall extend the deployment term for the period specified by the Indenting Organisation through the portal. The manpower so engaged shall not have any legal right for claiming regularization of his/her services in the Indenting Organisation where he/she has been deployed.

5.10 Job Roles not listed in Nigam Wage Rates notification:

Organisation can only place indents for the job roles specified in Annexures A, B and C as amended from time to time. In case indenting organisation requires manpower for a job role not listed in the Annexures mentioned above, the concerned Indenting Organisation shall upload the detail on the portal of the Nigam and the latter with the approval of the Board of Directors and also of Finance Department, shall be competent to create/insert the new or missing job roles, keeping in view the minimum qualification, nature and sphere of duties etc.

6. Role of the Nigam:

6.1. Registration as Contractor:

The Nigam shall ensure it is registered as "contractor" under Haryana Labour Department (Section 12 of the Contract Labour (Regulation and Abolition) Act, 1970).

6.2. Web-portal to seek indents from Government departments:

The Nigam shall seek indents from the indenting organisations on their web-portal https://hkrnl.itiharyana.gov.in/

6.3. PPP verified manpower data:

Nigam shall ensure that indents for manpower carry the details of their Parivar Pehchan Patra (PPP).

6.4. Deployment procedure:

The Procedure of deployment shall be circulated to all indenting organisations by the Nigam.

6.5. Training/Skilling to the deployed persons:

The Nigam shall arrange imparting suitable training/skilling to the shortlisted candidates so as to make them capable of performing the duties to be assigned by the indenting organisation.

6.6. Nigam Contract Service Rules/Regulations:

Nigam shall ensure that all contractual manpower are governed by Contractual Manpower Service Rules. The Rules shall clearly specify that the Rules/Regulations provide for fixed short-term engagement only and there shall be no claim to regularization under these rules or any other rules. Nigam shall also include provision in the rules regarding modalities for payment of wages and other benefits if any admissible to the contractual manpower.

7. Other terms and conditions of Deployment:

7.1. Entitlement of Wages: The person deployed under this policy shall be entitled to wages equal to applicable Nigam Wage Rates, however, the persons already deployed under Outsourcing Policy Part-I in any Organisation of Haryana Government and drawing wages higher than the applicable Nigam Wage Rate, his wages shall be protected if deployed afresh/ported through the Nigam under this policy on job role of the same Level. The contribution of employer share in EPF Account of the deployed persons where admissible, as per provision in the Provident Fund Act and in ESI Scheme shall also be admissible. However, the Ex-servicemen deployed under this policy who are covered under Ex-servicemen Contributory Health Scheme, notified by Government of India, shall be excluded from the ESI Scheme.

7.2. The title of job roles has been specified keeping in view the qualifications, experience, job profile and nature of duty. Therefore, these are not comparable to that of any regular employee and likewise the contractual deployed persons shall have no claim whatsoever of equal pay.

7.3. Entitlement of Leave: The persons deployed under this policy shall, in addition to public holidays, restricted holidays and minimum one day off per week, be entitled to avail one day casual leave and one day medical leave during each calendar month subject to maximum 10 days casual leave and 10 days medical leave during a calendar year. Female contractual persons shall also be entitled to maternity leave admissible under the Maternity Benefits Act, 1961.

7.4. Travelling Allowance/Daily Allowance: The persons deployed under this Policy shall be entitled to Travelling Allowance/Daily Allowance as per the Nigam Contract Service Rules/Regulations.

7.5. Life Insurance and Medical Insurance: The persons deployed under this Policy shall be entitled to Life Insurance and Medical Insurance as per the Nigam Contract Service Rules/Regulations.

8. Porting of Existing Manpower, Deployment of experienced and other Manpower :

Nigam shall follow the criteria mentioned below for porting of existing manpower, deployment of experienced:-

8.1. Porting of existing contractual persons: The Indenting Organisations shall port details of persons who were under regular engagement as on 31.03.2022 and whose services are still required and fulfill the eligibility conditions under the relevant Job Roles available on the Nigam Portal. The Nigam will make efforts to deploy them again or allow to continue in the same Organisation on the same or similar job role, available if any, subject to recommendation of the Indenting Organisation and also with the approval of Finance Department which will be conveyed by the latter within 7 days. While porting the existing contractual persons, if any person does not fulfill the educational qualification now prescribed for that Job Role against which he is already working he may be given relaxation in educational qualification provided he has completed minimum three years or more experience of the same Job Role in any Department/Organisation under the Haryana Government. This provision shall not be applicable to cases where there is any Service Level Agreement or the cases where the posts have been sanctioned in a pay scale.

8.2. Deployment of experienced and other manpower against fresh indent.—

At the time of deployment of manpower in any Indenting Organisation against the fresh indent of a District—

(i) first preference shall be given to the experienced candidates of the same Job Role of any Department/ Organisation under Haryana Government in order of period of experience and are residing in the same District;

(ii) failing (i) above, the preference shall be given to the experienced candidates residing in any district of Haryana.

(iii) failing (i) & (ii) above, the merit list shall be prepared of other eligible candidates of residing in any District of Haryana as per selection criteria specified in Para 8.8.

Note. — For the purpose of this para, Chandigarh and Panchkula will be treated as one and the same District.

8.3. Advertisement of Job Roles by the Nigam.— When suitable persons amongst the registered candidates are not available with the Nigam for a particular Job Role, in such case the Nigam shall advertise the Job Role(s) in atleast two prominent newspapers (one in English and one in Hindi) to invite online applications amongst the suitable candidates for that Job Role(s).

8.4. Age: For engagement against a Job Role under this policy, the lower age limit shall be 18 years and the upper age limit shall be 42 years. However, one cannot be allowed to retain on job role beyond the age of 60 years subject to sound health and fitness.

8.5. Qualification: Essential educational qualification shall be the same as prescribed for the job role in the Annexures or as prescribed by the Indenting Organisation.

8.6. Experience: The eligibility criteria may include experience also.

8.7. Consent of Candidate: Before the recommendation of name of any candidate, Nigam shall seek his consent by way of an SMS/email for deployment in an Indenting Organisation. If any candidate does not respond within the period prescribed in the Contract Service Rule by HKRN, it will be presumed that he is not willing to be considered for deployment against the job role offered to him. In case no response with respect to his consent regarding first offer of deployment the concerned candidate shall be debarred from the merit list for a period of one month and for a period of two months on non-response of his consent for second offer of deployment. Finally, in case of non-response regarding his consent at third time, the candidate shall be debarred for a period of six months for his deployment through the Nigam.

8.8. Selection criteria:

The merit list of other than the experienced candidates shall be prepared as per the following scoring parameters:-

S. No.	Parameter	Maximum Score
(i)	Weightage on the basis of annual family income of the candidate (for detailed provision see Para (i) of Annexure-D)	40 Points
(ii)	Weightage of Age of the Candidate (for detailed provision see Para (ii) of Annexure-D)	15 Points
(iii)	Skill qualification beyond the essential qualification (for detailed provision see Para (iii) of Annexure-D)	20 Points
(iv)	Weightage of Socio-economic criteria (for detailed provision see Para (iv) of Annexure-D)	05 Points
(v)	Weightage of Common Eligibility Test (CET) Written Exam Score, if any (for detailed provision see Para (v) of Annexure-D)	10 Points
(vi)	Ease of deployment – weightage to resident of same district (for detailed provision see Para (vi) of Annexure-D)	10 points
(vii)	Weightage to beneficiaries of Mukhyamantri Antodaya Parivar Utthan Yojna (MAPUY) (for detailed provision see Para (vii) of Annexure-D)	50 Points
	Total	150 Points

Note 1: Any of the above said scoring parameters, which is not feasible to be implemented at any given stage, will not be considered for the purpose of scoring candidates.

Note 2: In case of non-availability of candidates who have qualified CET, the merit list will be finalized keeping in view the existing eligible candidates available with the Nigam or invited by way of open advertisement by the Nigam.

Note 3: In case two or more candidates tie at the same score, then the following tie-breaking process will be followed:-

(a) Mukhyamantri Antodaya Parivar Utthan Yojna (MMAPUY) beneficiaries will receive overriding priority.

(b) Age of the candidates in days will be considered for tiebreaking and candidates of higher age will be given preference.

(c) Candidates of the lower family annual income in rupees, will be given preference.

(d) Candidates residing in Rural Area will be given preference.

9. Reservation Policy:

The reservation policy both vertical and horizontal, applicable from time to time for direct recruitment, shall also be followed by the Nigam at State Level and not at District Level. Further, at Job Role Level and not Job Role-wise. It being not a selection by way of written examination therefore, the provision of deployment of a candidate of reserved category on his own accord shall not be applicable. The overall strength of candidates of reserved

category deployed in a Job Role at State level should not exceed the maximum limit of reservation. The roster shall be maintained year-wise, level of job role-wise and State wise instead of category of job role wise or District/Organisation wise. It is also clarified that in case of non-availability of suitable candidate(s) of horizontal category the suitable person of vertical category, if available, may be deployed by the Nigam. In case of non-availability of suitable candidate of specific category of the manpower of other category shall be deployed by the Nigam. It is not a regular appointment, therefore, no backlog shall be maintained in case of non-availability of suitable candidates of reserved category in a particular year.

10. **Deployment to indenting organisation:**

Nigam will recommend the name of eligible candidates from the merit list as per the number/quantity of indents for various job roles received from the Indenting Organisation.

11. **Role of candidate:**

A person deployed by the Nigam to any organisation shall abide by all the terms and conditions of deployment including rules/regulations of the Nigam and Indenting Organisation. On completion of specified term of deployment, the person engaged shall stand relieved, if the term is not extended by the Indenting Organisation, and he will be considered for as a fresh candidate for future requisition received in the Nigam. On the expiry of the term the deployed manpower shall not be entitled to any continuation of deployment or any consequential benefits.

12. **Compassionate deployment:**

The Nigam shall also have the right to deploy on compassionate basis upto 10% of the requisitions received during any calendar year on out of turn basis for each job role described in the Annexures of Job Roles. Such compassionate deployment shall be to a person only in case of emergent situations with the approval of Government in Skill Development & Industrial Training Department subject to fulfillment of the eligibility criteria specified for the job role against which the person is to be deployed.

13. **Grievances redressal mechanism:**

The Nigam will set up a grievance redressal mechanism/designated authority and help desk for any grievances relating to deployment of manpower.

14. **Dispute Resolution:**

The jurisdiction for resolving any dispute arising out of the policy between the Nigam and the deployed person or candidate shall be at Panchkula, Haryana.

15. **Deployment to private sector:**

The Nigam may also consider the requisition of deploying manpower received from a private sector organisation, (organisation not owned and controlled by Government). The

terms and conditions of such deployment shall be mutually agreed between the Nigam and such organisations.

16. **Amendment, removal of doubt, relaxation in the Policy:**

Government of Haryana in Human Resources Department shall be competent to amend and clarify any matter related to the policy and also grant any relaxation in the policy.

Annexure-A

Job Roles of Level-I

Sr. No.	Title of job role	Examples of type of activities to be performed	Qualification
1.	**Multi-Tasking Office Workers**	Peon, Dak Runner, Helper, Process Server, Store Man, Attendant, Library Helper etc.	Matric with Hindi/ Sanskrit
2.	**Multi-Tasking Hospital Workers**	Ward Attendant, Lab Attendant, Dresser, Ward Boy, Labour Room Attendant, Ward Servant etc.	Passed class V
3.	**Multi-Tasking Publicity Workers**	Drama Party Attendant, Gallery Attendant, Parade Attendant, Theatre Attendant, Dark Room Attendant, Camera Attendant, Announcer, Bhajan Party Worker etc.	Passed class V
4.	**Multi-Tasking Field Workers**	Mali, Coolie, Dhobi, Beldar, Mate, Mazdoor, Mechanical Helper, Gauge Reader, Cleaner, Gang Mate, Liftman etc.	Passed class V
5.	**Multi-Tasking Construction workers**	T.Mate, Mason, Painter, Crane Operator, Road Mate, Labourer, Attendant (construction)	Passed class V
6.	**Multi-Tasking Kitchen Workers**	Cook, Cook Mate, Tandooria, Waiter, Mess helper, Kitchen Attendant, etc.	Passed class V
7.	**Multi-Tasking Security Workers**	Gatekeeper, Chowkidar, Security Man, Watchman etc.	**Illiterate**
8.	**Multi-Tasking Sanitation Workers**	Sweeper, Sewerman etc.	**Illiterate**
9.	**Multi-Tasking Technical Workers**	Electrician, Helper (Electrical/ Plumber/ Carpenter etc.), Blacksmith, Carpenter, Mechanic, Plumber, Welder, Workshop Attendant, Tailor, Barber, Cobbler, Lab Attendant, Animal attendant, Dog handler etc.	Passed class V
10.	**Multi-tasking Shrine Workers**	Puja Sahayak etc.	Passed class V

Note 1.— Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher standard.

Note 2.— The essential qualification as per requirement shall be defined by the Indenting Organisation.

Annexure-B

Job Roles of Level-II

Sr. No.	Title of job role	Examples of type of activities to be performed	Qualification
1.	**Multi-Tasking Office Personnel**	Clerk, Computer Operator, LDC etc.	10+2 knowledge of computer
		Assistant, UDC, Librarian, etc.	10+2
		Stenography	10+2 with knowledge/diploma of shorthand
2.	**Multi-Tasking Field Personnel**	Panchayat Assistant, Revenue Assistant etc.	10+2 with required knowledge/ experience in the line.
3.	**Multi-Tasking Transport Personnel**	Driver	Matric with Driving license of minimum 5 years old of LMV/HMV as case may be.
		Conductor etc	10+2 with other professional knowledge.
4.	**Multi-Tasking Security Personnel**	**Security Duty/ Guarding Duty** etc.	10+2
5.	**Multi-Tasking Hospitality Personnel**	Receptionist, Supervisor etc.	10+2 with other professional knowledge.
6.	**Multi-Tasking Shrine Personnel**	Sahayak Pujari, Pujari, etc.	Matric plus Diploma and/or experience in relevant field.
7.	**Multi-Tasking Publicity Personnel**	Photographer, etc.	Matric plus ITI/Diploma
8.	**Multi-Tasking Technical Personnel**	Technicians, etc.	Matric plus ITI/Diploma

Note 1.— Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher standard.

Note 2.— The essential qualification as per requirement shall be defined by the Indenting Organisation.

Annexure-C

Job Roles of Level-III

Sr. No.	Title of job role	Examples of type of services to be performed	Qualification
1.	**Technical Associates**	Tech. Supervisor etc.,	Diploma in Engineering of relevant line.
		Foreman, Assistant Lineman, Shift Attendant, etc.	ITI/Diploma in the relevant field.
2.	**Para-Medical Associates**	Radiographer, Pharmacist, Nurses, Lab Technician etc.	Diploma/ Degree in relevant line.
3.	**Para-Veterinary Associates**	VLDA, VLEO, etc.	Diploma/ Degree in relevant line.
4.	**Para-Ayush Associates**	Dispenser, etc. Ayush Yoga Sahayak/Consultant/Instructor (eight hours duty per day)	Diploma/ Degree in relevant line.
5.	**Para-teaching Associates**	Teacher etc.	10+2 with 2 years D.Ed or B.A./B.Ed. as case may be.
		Physical Education Assistant	Matric + Certificate in Physical Education of an Institute recognized by the Haryana School Education Board.
		Art Education Assistant etc.	Diploma/ Degree in relevant line.
		Instructor (Industrial Training) etc.	Diploma/ Degree in relevant line.
		Vocational Teacher etc.	Graduate in relevant subject.
6.	**Para-Accounts Associates**	Accountant etc.	B.Com. with experience in relevant line.
7.	**Para-Planning/Para-Statistical Associates**	Statistical Assistant, Research Assistant etc.	Graduate in Math/ Economics/ Commerce
8.	**Para-Legal Associates**	Legal Assistant	Graduate in Laws.
9.	**Para-Architect Associates**	Draftsman etc.	Diploma in draftsman/ Architecture
10.	**Para-Electrical Associates**	Junior Engineer Electrical	Diploma in Electrical Engineering.
11.	**Para-Engineering Associates**	Junior Engineer	Diploma in Engineering of relevant line.

Note 1.— Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher standard.

Note 2.— The essential qualification as per requirement shall be defined by the Indenting Organisation.

Annexure-D

Scoring parameters for preparation of merit list of candidates by the Nigam

List of Maximum Points prescribed for parameters.

S. No.	Parameter	Maximum Score
(i)	Annual family income of the candidate	40 Points
(ii)	Age of Candidate	15 Points
(iii)	Skill qualification	20 Points
(iv)	Socio-economic criteria	05 Points
(v)	Common Eligibility Test (CET) Written Exam Score	10 Points
(vi)	Ease of deployment	10 points
(vii)	Beneficiaries of MAPUY	50 Points
	Total	**150** Points

The detailed scheme of points admissible to a candidate for each of the parameter prescribed above is as under:-

(i) **Annual Family Income.—**

Weightage of 10 to 40 points shall be admissible to a candidate as per annual family income from all sources of the family:-

Scoring Parameter		
	(Annual Income of the family from all sources) (in Rs.)	**Maximum Score 40**
1	Upto Rs. 1,80,000	40 Points
2	From Rs. 1,80,001 to 2,50,000	30 Points
3	From Rs. 2,50,001 to 4,00,000	20 Points
4	From Rs. 4,00,001 to 6,00,000	10 Points

Family for the purpose of Annual Family income means:

(i)	*male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);*
(ii)	*female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);*
(iii)	*female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);*
(iv)	*divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);*

(ii) **Age of Candidate.—**

Weightage upto 15 points shall be admissible to the candidate keeping in view his age at the time of recommendation for a job role, which is as under :-

Scoring Parameter	Maximum Points (15)
From 18 to 24 years	5
Above 24 to 30 years	10
Above 30 to 36 years	15
Above 36 to 42 years	10
Above 42 years	0

(Maximum 15 points)

Note — The broken year of age equal to six months or more shall be converted to one year.

(iii) **Skill Qualification.—**

Weightage of maximum 20 Points shall be admissible to a candidate having relevant NSQF aligned certificate e.g. Skill Certificate from NCVT/SCVT recognized ITIs/SVSU University/ SSC etc. for job roles which do not prescribe the skill as minimum eligibility. (20 points)

(iv) **Socio-Economic Criteria.—**

Weightage of 05 Points shall be admissible to the candidate based on the following criteria:-

If the applicant is—

(i) widow or;

(ii) the first or the second child and applicant's father had died before attaining age of 42 years or;

(iii) the first or the second child and applicant's father had died before the applicant had attained the age of 15 years.

(05 points)

(v) **Common Eligibility Test (CET) Written Exam Score.—**

Weightage @ 10% of the percentage marks secured by candidate in the CET written exam prescribed for a post equivalent to or higher than the job role, in question, shall be admissible. It shall be considered up to 2 decimal places. (10 Points)

(vi) **Ease of Deployment.—**

Additional weightage of 10 points shall be admissible to a candidate who is the resident of same district for which the job role is notified. (10 Points)

(vii) **Weightage of Beneficiaries of MAPUY.—**

Weightage of 50 points shall be admissible to the candidate of a family belonging to Mukhmantri Antodaya Parivaar Utthan Yojana. (50 Points)

(Sanjeev Kaushal)
Chief Secretary to Government, Haryana.

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