

No. SJE-A-F (1)-3/2011 Dated: Shimla-02 29 February, 2016

NOTIFICATION

In supersession of all previous notifications of this department i.e No.WLF-B(14)3/87 dated 5-10-2009, 8-1-2010, 19-6-2010 and SJ&E-A-F(1)1/2010 dated 13-8-2010 and SJ&E-A-F (1)3/2011 dated 3-8-2012, and 27-4-2013, and 3-9-2013 and 11-9-2013, the Governor, Himachal Pradesh is pleased to issue the revised guidelines for the appointment of Anganwadi Workers / Mini Anganwadi Workers/Helpers under ICDS Programme in Himachal Pradesh as per Annexure-A

Provided further that the supersession of this Departments Notification No.WLF-B(14)3/87 dated 11-4-2007,6-7-2007,20-9-2007,17-6-2008,18-11-2008,7-1-2009, 5-10-2009, 8-1-2010, 19-6-2010 and SJ&E-A-F(1)1/2010 dated 13-8-2010 and SJ&E-A-F (1)3/2011 dated 3-8-2012, and 27-4-2013, and 3-9-2013 and 11-9-2013 shall not affect the proceedings pending before the Divisional Commissioner in appeal and such proceedings shall be continued and be decided as if relevant provision for appeal before the Divisional Commissioner has not been repealed.

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

By Order

Secretary(SJ&E) to the
Government of Himachal

Pradesh

Endst.No. as above dated, Shimla-2 the

29 February, 2016

Copy for information & necessary action to:-

1. The Secretary (Panchayati Raj) to the Govt. of H.P.
2. All Divisional Commissioners/ Deputy Commissioners in H.P.
3. The Addl. Secretary (GAD) to the Govt. of H.P
4. The Director (WCD) H.P Shimla-1 with reference to his letter No.14-29/87 ICDS dated 19-12-2015.
5. The Controller, Printing & Stationery Department H.P Govt. Press Shimla-5 for publication in Rajpatra.
6. Guard File.

(Ramesh Kumar Gupta)
Deputy Secretary (SJ&E) to the
Government of Himachal Pradesh
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Annexure-A.

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

I Selection procedure
<p>1. Objectives</p> <p>a) To fulfil 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;</p> <p>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 Govt. from time to time.</p>
<p>2. Selection Committee</p> <p>The engagement of Anganwadi Workers and Helpers shall be made by the following Selection Committee:-</p> <p>1. Sub-Divisional Officer (Civil) Chairman</p> <p>2. Child Development Project Officer (concerned project) (custodian of all records)Member</p> <p>3. Tehsil Welfare Officer/ Asstt.Child Development Project Officer/ Statistical Assistant (where ACDPO is not available)Member</p>
<p>3. Honorarium</p> <p>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.:-</p> <p>a) Anganwadi Worker = Rs. 3450 /PM</p> <p>b) Mini Anganwari Worker= Rs. 2625/- PM</p> <p>b) Anganwadi Helper= Rs. 1800/ PM</p>
<p>4. Eligibility Criteria</p> <p>Only such female candidates are eligible to apply for the post of Anganwadi Worker/MiniAnganwari Worker or Helper who are:</p> <p>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.</p> <p>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 in case the feeder area falls in 2 Gram Panchayats prior approval of the Director (WCD) will be required.</p> <p>b) For Anganwadi Worker minimum qualification shall be 10+2 or equivalent Mini Anganwari</p>

Worker shall be Matric or equivalent and for Helper minimum qualification shall be Primary instead of Middle in case of non availability of applicants with Middle qualification in the corresponding feeder area.

c) Age between 21-45 years;

d) The annual income of the family of candidate does not exceed Rs. 35000/- Per annum to be certified/countersigned by an officer not below the rank of NaibTehsildar/ Tehsildar/Executive Magistrate.

5. Advertisement of Vacancies:

The vacancies of Anganwadi Workers/Mini 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/ Mini Anganwadi Workers /Helpers by formally advertising the vacancies through News Papers and Akashwani. Publicity of vacancies shall also be made through ICDS Supervisors/ Chairman PanchayatSamiti /Members PanchayatSamiti / Pradhan Gram Panchayat /Secretary Notified Area Committee /Municipal Committee (in case of Urban Anganwadi Centres)/ MahilaMandal members residing in the Anganwadi area / feeder area. Notice of vacancy shall also be notified in writing to all members of PanchayatSamiti 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.

Provided, where the post of Anganwadi Worker has fallen vacant due to any reason and the matter is not sub judice the Anganwadi Helper shall be given first opportunity to be appointed as Worker if she fulfills the minimum Matric education qualification and has experience of at least 10 years working as a Anganwadi Helper and no advertisement will be required.

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 O/O CDPO. 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 candidates 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 and Mini Anganwari Workers

A) Maximum 10 Marks for educational qualification will be given in the following manner:-

i) Percentage of Marks in 10+2 subject to the maximum of 7 marks.

ii) Candidates who possess higher educational qualification will be given 3 additional marks as follow:

Graduates= Additional Two marks for Graduation

Post Graduates & above= one additional mark for post graduation and above.

B) Maximum 3 marks for experience to be given as under:-

- Anganwari Workers/Anganwadi Helpers/ Balsevikas/ Balwadi Teachers/ Nursery Teachers /Tailoring Teachers working in the same Panchyat/ShishuPalaks of ECCE who have worked for 10 months, shall be given one mark for each year of experience subject to maximum of 3 marks.

- C) **2mark** 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) **3marks** for State Home Inmates/ Balika Ashram Inmates/ Orphans/ Widows/ Destitutes/ Divorcees/Married women whose husband are untraceable for the last 7 years/Women deserted by their husbands and who are living with their parents.
- E-I) **2 marks** for the girl belonging to the families having up two daughters without any male issue will be given preference in the appointment as Anganwari Workers
- F) **3marks** for personal interview.

Total 25 marks

2. Anganwari Helpers

A) **09 marks –Middle Pass**

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

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

- **1 mark** for candidates having experience as Anganwadi Helper/ Balsevika/ Balwadi Teacher/ Nursery Teacher for one year or ShishuPalak 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) **2mark** 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) **2marks** for State Home/ Balika Ashram Inmates/ Orphans/Widows/ Destitutes and Divorcees

E-I) **2 marks** for the girl belonging to the families having up two daughters without any male issue will be given preference in the appointment as Anganwari Helpers.

F) **3marks** 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/Mini Anganwadi Workers 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

Ist 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/ Mini 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/ Mini Anganwadi Workers 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 in case of marriage of AWW or AWH, some adjustments can be done as follows, a vacancy exists arises at the place of her husband's normal place of residence/place of marriage or within the Panchayat area concerned, she can be adjusted on her request made within one month from date of vacancy arising or date marriage as the case may be. Divorce/ destitute women living with their parents in Anganwadi area, but working at the place of marriage can be transferred to the place of Anganwadi falling in the parental area or within the Panchayat area in a similar manner subject to the availability of vacancy. Distt. Programme Officer will be the competent authority to order transfer/adjustment of Anganwadi Worker/Helpers within the District. Outside district transfers will be done with the approval of Director WCD.

Transfer/Adjustment of the Mini Anganwadi Workers

Under ICDS programme there is no provision of transfer of Mini Anganwadi Workers as these are honorary workers. However, only in case of marriage of Mini Anganwadi Workers, some adjustments can be done as follows, a vacancy exists arises at the place of her husband's normal place of residence/place of marriage or within the Panchayat area concerned, she can be adjusted on her request made within one month from date of vacancy arising or date marriage as the case may be. Divorce/ destitute women living with their parents in Mini Anganwadi area, but working at the place of marriage can be transferred to the place of Mini Anganwadi falling in the parental area or within the Panchayat area in a similar manner subject to the availability of vacancy.

5. Resignation

a) In case of permanent shifting of the Anganwadi Worker/ Mini Anganwadi Workers 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/ Mini 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, WCD.

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/ Mini 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/ Mini 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 the prior approval of Director(WCD).

8. Rights to claim Regular Appointment

Any candidate engaged as Anganwadi Worker/ Mini 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/ Mini Anganwadi Workers /Helpers will stand repealed from the date of notification of new scheme..

