



**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA
PANCHKULA**

Order No. 10/2-2021 Admn(4)

Dated, Panchkula the 03/11/2023

A copy of letter No. 16/91/2021-4HR-III dated 26.10.2023 received from Chief Secretary to Government Haryana regarding amendments in the Deployment of Contractual Persons Policy, 2022 is forwarded to the following for information & necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgram.
3. All District Education Officers in the State.
4. Registrar Education (Sec.)
5. Superintendent HRG-I & II.
6. Superintendent PGT- I, II, III & IV.
7. Superintendent HRME-I & II.
8. Superintendent Accounts Branch (Sec.).
9. Superintendent Admn. (Elementary).
10. PA/DSE.
11. PA/ Additional Director Administration.
12. PA/Joint Director (MSS).
13. PA/ Joint Director Admn.
14. PA/ Additional Director Academic.
15. Assistant Admn. Branch- I & III (Sec.).
16. IT Cell (HQ) for website.


SUPERINTENDENT ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA

7954 Ad(4)
26-10-2023

No. 16/91/2021-4HR-III

**Haryana Government
Human Resources Department
(Human Resources-III Branch)**

Dated Chandigarh the, 26th October, 2023

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors/ Chief Administrators/ CEO's 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 the Deputy Commissioners and Sub-Divisional Officers (C) in Haryana.
7. The Registrars of all the Universities in Haryana State.

Subject: Regarding amendments in the Deployment of Contractual Persons Policy, 2022.

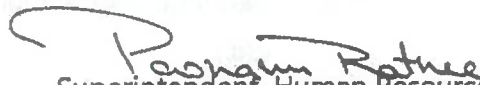
Sir/Madam,

I am directed to invite your kind attention to the notification issued vide No. 16/91/2021-3GS-II, dated 30.06.2022, vide which Government had framed a policy namely, "Deployment of Contractual Persons Policy, 2022" applicable from 01.04.2022 for deployment of contractual manpower through the Haryana Kaushal Rozgar Nigam Ltd.

2. This matter has been further considered by the Government and amended the Deployment of Contractual Persons Policy, 2022 notified vide Notification No. 16/91/2021-3GS-II, dated 30.06.2022.

3. The amendments in the Deployment of Contractual Persons Policy, 2022 vide notification issued vide No. 16/91/2021-3GS-II, dated 30.06.2022 may please be brought to the kind notice of all concerned for necessary action and strict compliance in letter & spirit.

Yours faithfully,


Superintendent, Human Resources-III
for Chief Secretary to Government, Haryana

26/10/23

**HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Human Resources-III Branch)
NOTIFICATION**

Dated: Chandigarh, the 26th October, 2023

No. 16/91/2021-3GS-II.— In partial modification of Notification issued vide even number dated 30.06.2022, the following changes are notified with immediate effect in respect of Deployment of Contractual Persons Policy, 2022:-

2. In the Deployment of contractual Persons Policy, 2022, the clause 3 regarding application of policy shall be substituted as under:-

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 organization 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 Organization 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 Organization operating the projects/schemes under projects guidelines, e.g., NHM, HRDA etc;*
- (iv) *Persons deployed through HARTRON against a sanctioned post to be either ported to HKRNL or such deployments to cease after an informed time limit.*
- (v) *Persons engaged under Outsourcing Policy Part-II, subject to directions of Government issued from time to time regarding porting.*
- (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.*



- (x) *Manpower engaged on honorarium basis/per hour basis to be exempted from deployments through HKRNL.*

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

3. **In the Deployment of contractual Persons Policy, 2022, after clause 5.10, the following clause 5.11 shall be inserted:-**

- 5.11 Application of Policy related to manpower requisition beyond Job Role Level III:** 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, even beyond Level III.

Manpower may be engaged for skilled/ highly skilled and/or administrative job roles above Level-III if desired by Government controlled indenting organizations through HKRNL. In such case, indenting organizations shall need to take prior approval of Government and F.D. for selection criterion, monthly wages, etc., before raising such requisitions on HKRNL Portal.

4. **In the Deployment of contractual Persons Policy, 2022, the Clause 7.3 shall be substituted as follows:-**

- 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 on pro-rata basis subject to maximum 10 days casual leave and 10 days medical leave during a calendar year (including carry forward of the leaves for the contract period). Female contractual persons shall also be entitled to maternity leave admissible under the Maternity Benefits Act, 1961.

5. **In the Deployment of contractual Persons Policy, 2022, the clause 8.2 shall be omitted.**

6. **In the Deployment of contractual Persons Policy, 2022, the clause 8.4 shall be substituted as follows:-**

- 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, there is relaxation of 5 years in the upper age limit in respect of reserved categories.

The candidates with prior experience in Haryana Govt. Organizations can also avail the benefits of relaxation in age maximum upto 5 years by the number of years of experience (i.e. 1 year of experience means 1 year of relaxation). However, the experienced candidate can avail this relaxation upto 31.03.2024 only.



The maximum age one can be allowed to retain on deployment will be 58 years (last day or month in which the employee completes the age of 58).

7. In the Deployment of contractual Persons Policy, 2022, the clause 8.8 regarding selection criteria shall be substituted as follows:-

8.8 The merit list of 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 as verified in the family information data reported by the Haryana Parivar Pehchan Authority (HPPA), which shall be taken as conclusive proof in terms of Selection 6(2) of the Act.	40 Points
(ii)	Weightage of Age of the Candidate as verified in the family information data reported by Haryana Parivar Pehchan Authority (HPPA), which shall be taken as conclusive proof in terms of Selection 6(2) of the Act.	10 Points
(iii)	Skill qualification beyond the essential qualification (for detailed provision see Para (iii) below).	5 Points
(iii) a	Additional Higher qualification above basic Qualification for that Job Roles/Job activity.	5 Points
(iv)	Weightage of Socio-economic criteria (for detailed provision see Para (iv) below).	10 Points
(v)	Weightage of Common Eligibility Test (CET) (for detailed provision see Para (v) below).	10 Points
(vi)	Ease of deployment (for detailed provision see Para (vi) below)	10 points
(vii)	Pre- State Government Experience (for detailed provision see Para (vii) below).	10 Points
	Total	100 Points

Para (i) Annual Family Income — 40 Points

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

Sr. No.	Annual income of family from all sources	Maximum Score
1.	Up to Rs. 1,00,000	40 points
2.	From Rs. 1,00,001 to Rs. 1,80,000	30 points
3.	From Rs. 1,80,001 to Rs. 3,00,000	20 points
4.	From Rs. 3,00,001 to Rs. 6,00,000	10 points



Para (ii) Age of candidate — 10 Points

Weightage up to 10 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:

Sr. No.	Age of candidate	Maximum Score
1.	From 24 to 36 years	10
2.	From 36 to 42 years	5

Para (iii) Skill Qualification/Higher Qualification — 5 points/5 points

Weightage of maximum 5 points shall be admissible to a candidate having skill certificate from NCVT/ SCVT/ SVSU University/ Recognized ITIs only for relevant job roles/ Job Activities.

The weightage of 5 points shall be admissible to a candidate having additional higher qualification above basic qualification in the same line. However minimum higher qualification shall be 8th pass.

Para (iv) Socio-economic criterion — 10 points

Weightage of 10 points shall be admissible to the candidate based on the following criteria-
If the applicant is-

- I. **Orphan** — 10 points (To be given to candidates upto 25 years of age).
- II. **Widow** — 5 points
- III. **Fatherless Candidates:**
 - a) Candidate's father had died before attaining age of 42 years — 5 points
 - b) Candidate's father had died before the applicant had attained the age of 12 years — 5 points

Para (v) Common Eligibility Test — 10 points

Weightage of 10 marks shall be admissible to a candidate who has successfully cleared Common Eligibility Test (CET).

Para (vi) Ease of deployment — 10 points

Weightage of up to 10 points shall be admissible to a candidate who is resident of the same Block/ Municipal Corporation and 5 points shall be admissible to Adjoining Block/ Municipal Corporation for which the job has been notified. Every Municipal Corporation will be taken as separate Block and Municipal Committee/ Municipal Council will be taken as part of Block.

Sr. No.	Ease of deployment of candidate	Maximum Score
1.	Same Block/ Municipal Corporation as per PPP	10 Points
2.	Adjoining Block/ Municipal Corporation as per PPP	05 Points

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Para (vii) Pre- State Government Experience — 10 points

Additional weightage of 10 points shall be admissible to a candidate having experience of working with any Department/ Board/ University/ Public Sector Undertaking/ Mission/ Authority etc. under the control of Haryana Government. Weightage of 1 point for experience of each year or part thereof with maximum weightage of 10 points shall be admissible and weightage of 0.5 points for each of the period more than six months and less than one year.

Note 1: Offices of Haryana Government in Chandigarh to be considered at par with district Panchkula. Offices of Haryana Government in New Delhi to be considered at par with district Gurugram, Faridabad, Sonapat and Jhajjar.

Note 2: In case two or more candidates tie at the same score, than the tie-breaking process will be in the following order:-

- Age of the candidates in days will be considered for tie breaking and candidates of higher age will be given preference.
- If age of also same, than merit list will be prepared as per name in English Alphabetical order.

Note 3: The Board of Directors of HKRN, shall henceforth, from the date of publication of this notification, be authorized to change the scoring parameters in Clause 8.8 of the Deployment of Contractual Persons Policy, 2022.

8. In the Deployment of contractual Persons Policy, 2022, the Annexure-A shall be substituted as follows:-

Annexure-A

Essential educational qualification shall be the same as prescribed for the job role in the Annexures or as prescribed by the indenting organizations.

However, Indenting Organizations may request for additional qualification over and above the minimum required qualification as per various job role.

Following changes in Qualifications be made in Level- I.

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.	Matric with Hindi/ Sanskrit
3.	Multi- Tasking Publicity Workers	Drama Party Attendant, Gallery Attendant, Parade Attendant, Theatre Attendant, Dark	Matric with Hindi/ Sanskrit

		Room Attendent, Camera Attendent, Announcer, Bhajan Party Worker etc.	
4.	Multi- Tasking Field Workers	Mali, Coolie, Dhobi, Beldar, Mate, Mazdoor, Mechanical Helper, Gauge Reader, Cleaner, Gang Mate, Liftman, etc.	Matric with Hindi/ Sanskrit
5.	Multi- Tasking Construction Workers	T.Mate, Mason, Painter, Crane Operator, Road Mate, Labourer, Attendant (construction), etc.	Matric with Hindi/ Sanskrit
6.	Multi- Tasking Kitchen Workers	Cook, Cook Mate, Tandooria, Waiter, Mess helper, Kitchen Attendant, etc.	Matric with Hindi/ Sanskrit
7.	Multi- Tasking Security Workers	Gatekeeper, Chowkidar, Security Man, Watchman, etc.	Matric with Hindi/ Sanskrit
8.	Multi- Tasking Sanitation Workers	Sweeper, Sewerman, etc.	Literate to the extent one can read and write Hindi.
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.	Matric with Hindi/ Sanskrit
10.	Multi- Tasking Shrine Workers	Puja Sahayak, etc.	Matric with Hindi/ Sanskrit

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 Organization.

Annexure-B

For Annexure B in Job Role Title of Multi-Tasking Transport Personnel (mentioned at Sr. No. 3) for Job Activity of Driver- Qualification to be included as Matric with Driving License of minimum 5 years old of LMV/HMV as the case may be.

For Driver for HMV; driver training certificate required.



(Sanjeev Kaushal)
Chief Secretary to Government, Haryana
