

**HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT**

**#NOTICE#**

Applications are invited from the eligible applicants as per eligibility criteria notified by the Principal Secretary(PW) to the Govt. of Himachal Pradesh vide letter No.PBW-A-B(1)/2022 dated 30<sup>th</sup> September,2022 and further approval conveyed by the Engineer-in-Chief, HPPWD Shimla-2 vide letter No.PWE-133-11-Para Cook/ Helper(Lok Nirman)/ES-III-8324-50 Dated 01-10-2022, on the prescribed application forms for recruitment to the post of Para Cook and Para Helper (Lok Nirman) in HPPWD either in Hindi or English alongwith self attested copies of relevant supporting documents on the following terms and conditions. The application should reach in the office of concerned Executive Engineer, HPPWD Division on or before 22-10-2022 (A.N.). The Applications received after last date or found incomplete shall not be entertained and will be rejected. The applicants should mention their mobile number, if any, in the application form. No TA/DA shall be payable to the applicants for appearing in skill test.

Sr. No.	Name of Division.	Numbers of posts to be filled up	
		Para Cook (Lok Nirman)	Para Helper (Lok Nirman)
1	Shimla Division No.I, HPPWD Shimla-171003 (0177-2658385).	1	2
2.	Shimla Rural Division, HPPWD., Dharmi. (0177-2790534).	1	6
3	B& R Division, HPPWD., Theog(01783-238376).	4	9
4.	B& R Division, HPPWD.,Chopal(01783-260033).	2	6
	Total in 4 <sup>th</sup> Circle:-	8	23

**1. Eligibility:-**

Only such candidates shall be eligible to apply for the post of Para Cook and Para Helper (Lok Nirman) who is :-

1. Citizen of India.
2. Bonafide Himachali.
3. Of a Sound Mind.
4. No family member of the candidate(s) should be in kind of Government/PSU/Board job.
5. Have never been involved in any Act of Criminal nature.
6. Medically fit to perform duties.
7. Permanent resident of the concerned HPPWD Circle.



## **2. Educational Qualification:-**

**Para Cook:- 1.** The candidate should have passed Matriculation examination from a school/Institution situated within Himachal Pradesh. The condition of passing 10<sup>th</sup> from Himachali School shall not be applicable to Bonafide Himachali.

3. The candidate should possess at least 6 months diploma in cooking from Food Production Institutes or Hotel management institute of repute including State Institute of Hotel Management (SIHM), Institute of Hotel Management (IHM) etc., or 5 (Five) years experience in cooking from duly registered public/private institution.

**Para Helper:-** The candidate should have passed Matriculation examination from a school/Institution situated within Himachal Pradesh. The condition of passing 10<sup>th</sup> from Himachali School shall not be applicable to Bonafide Himachali.

**Desirable :-** Knowledge of customs, manners & dialects of Himachal Pradesh.

4. **Age Criteria:-** The candidate shall be between the age of 18 to 45 Years.

5. **Applications :-** The candidates will have to apply on format prescribed, along with self attested photo copies of certificates to the concerned Executive Engineer of the Division who will compile all the applications received on or before the prescribed last date. The documents of the applicant shall be verified with the originals at the time of counseling. The concerned Executive Engineer will send a copy of such compiled list of applicants to the Superintending Engineer of the Circle.

### **List of documents required to be attached with application form:-**

1. Aadhar card (For identity proof and residence proof).
2. Certificate of age proof (The birth certificate issued by Municipal or Panchayat or Middle school certificate from the recognized school last attended or Matriculation certificate as the case may be, shall be treated as valid document, Rule-172 of HPFR, 2009).
3. Certificate of Himachali Bonafide. (Issued by SDO (Civil)/Tehsildar/Naib Tehsildar).
4. Certificate to the effect that no family member of the candidate is in Government/PSU/Board job (Issued by SDO (Civil)/Tehsildar/Naib Tehsildar).
5. Class 10<sup>th</sup> (Matriculation) marks sheet/certificate of passing-educational qualification.
6. BPL certificate (If applicable), (Issued by the concerned Gram Panchayat on the prescribed format with reference Number and date of issuance duly signed by concerned Panchayat Secretary/Sahayak & countersigned by concerned Gram Panchayat Pradhan and attested by the BDO concerned and in case of Urban area by Commissioner in Municipal Corporation, Executive Officer in Municipal Council, Secretary in Nagar Panchayats).



7. Experience certificate (If applicable). (Experience should be in a registered public/private institution and should be issued by the competent authority of the organization. Experience certificate must contain office reference number/dispatch number and date. Experience should be related to the post applied for).

**6. The distribution of marks shall be as under:-**

1.	Academic marks. (percentage of marks obtained in Matriculation (10 <sup>th</sup> ) to be calculated out of 5 (Five) marks, for example, a candidate getting 50% marks in matriculation examination will be given 2.5 marks ( $50 \times 0.050 = 2.5$ )	5 Marks.
2.	Experience in related filed Note :- Candidate(s) having 6 months diploma in cooking/Food and beverage service from a recognized institute like Food Production Institutes or Hotel management institute of repute including State Institute of Hotel Management (SIHM), Institute of Hotel Management (IHM) etc., will be given 2 full marks.	2 Marks.
3.	Belonging to BPL family on production/submission of certificate as prescribed in this notification or notified by the Government of Himachal Pradesh from time to time.	1 Mark.
<b>On the basis of above 8 marks (point No. 1 to 3), the committee will short list 3 times of the requirement and only they will be called for skill test.</b>		
4.	Skill test (Engineer-In-Chief, HPPWD will separately issue guidelines for the test).	2 Marks.
<b>Total Marks.</b>		<b>10 Marks.</b>
<b>Candidate short listed on the basis of above process shall finally be selected on the production of Medical fitness by a Medical Board of a Government of HP Medical Institution.</b>		

**7. Roles and responsibilities :-**

All cooking and food service related duties in the Rest House/Circuit House including :-


- To service meals to the guests at the designated hour in hygienic conditions.
- To clean the kitchen and utensils and store the utensils in a hygienic conditions.
- To help in procurement/transportation of material for cooking and service.
- Any other cooking/cleanliness related miscellaneous job assigned.

**8. TERMS AND CONDITIONS OF SERVICE:-**

- The selected incumbent will be paid honorarium at the rate of Rs. 9000/- PM for Para Cook and Rs. 5500/- PM for Para Helper.
- Keeping in view the nature of work, the Cook/Helper should attend the duties on all days including Gazetted Holidays for fixed number of hours.




- c) Continuous absence beyond 7 days from duties without approval of competent authority shall automatically lead to the termination of the services of the Cook/Helper. The cook/Helper will not be entitled for any wages/remuneration for the period of absence.
  - d) The Cook/Helper should be medically fit and free from any contagious disease. If a person is found medically unfit/suffering from any contagious disease subsequently, his appointment will be terminated.
  - e) Unsatisfactory performance may result in termination of appointment by passing an order. The process of termination shall however not be completed unless at-least 3 notices have been served upon the incumbent on a specific charge and there has been no improvement in service delivery. The concerned Junior Engineer would have to substantially put down in written the reasons for such termination and this would need to be countersigned by concerned Assistant Engineer based on record/technical reasons.
  - f) The candidates appointed as Para Cook/Para Helper (Lok Nirman) will have no right, claim for regularization as regular employee of the State Government.
9. The Government of Himachal Pradesh shall have the right to relax/amend any of the terms and conditions/provisions mentioned in the above scheme/policy in public interest.

  
 Executive Engineer  
 to Superintending Engineer,  
 4<sup>th</sup> Circle, HPPWD Shimla-3  
 Dated :-

No.PW-SE-IV-Cook/2022-23-

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

1. The Director, Information and Public Relations, HP Shimla-2.
2. The Engineer-in-Chief, HPPWD., Nirman Bhawan Nigam Vihar Shimla with reference to letter No. 8324-50 dated 01-10-2022.
3. The Chief Engineer (SZ), HPPWD. Shimla-2.
4. The Commissioner, Municipal Corporation, Executive Officer in Municipal Council, Secretary in Nagar Panchayat for wide publicity.
5. Pradhan Gram Panchayat (Under jurisdiction of concerned EE)
6. The Executive Engineer Shimla Division No.I, Shimla Rural Division Dhami, Theog & Chopal under this Circle. They are directed to display the same on office Notice Board for wide publicity.
7. The Assistant Engineer (Concerned Sub-Division), HPPWD. They are directed to display the same on office Notice Board in their office also deliver the copy of advertisement to all the Pradhans, Gram Panchayat falling under their jurisdiction for wide publicity.
8. Notice Board of this office for wide publicity.
9. One vernacular News Paper having maximum local circulation for ensuring wide publicity

  
 Executive Engineer  
 to Superintending Engineer,  
 4<sup>th</sup> Circle, HPPWD., Shimla-3



## APPLICATION FORM

Name of Circle/Division		
Post Applied for	Para Cook/Para Helper (Lok Nirman) (Please tick the relevant option)	
Name of Candidate		Passport size photograph to be affixed
Father's Name		
Date of Birth		
Permanent Home Address		
Address for correspondence		
HPPWD Home Circle of the applicant (Strictly as per permanent address mentioned above).		
Address for correspondence		
Documents as mentioned at point No. 4 of the notice be attached.		
Mobile No. (if any)		
<div style="display: flex; justify-content: space-between; padding: 10px;"> <div style="width: 45%;">Date and Place</div> <div style="width: 50%; text-align: right;">Signature of Applicant</div> </div>		