

No. Ft. HB(15)-118/89 (E-III)  
Forest Department, Himachal Pradesh

From

Registrar (Budget)  
O/o. Pr.CCF(HoFF) HP  
Shimla-1

To

The Director,  
Information & Public Relations Department  
Himachal Pradesh, Shimla-2

Dated Shimla-1, the 11.10.2022

Subject:

**Advertisement for inviting applications for the post of Para Cook  
and Para Helper.**

Sir,

Enclosed please find herewith advertisement for inviting applications for filling up of 499 Para Cooks and 563 Para Helpers. The selected candidates will be paid honorarium at the rate of Rs. 9,000/- PM for Para Cook and Rs. 5500/- PM for para Helper as per Para Policy approved and conveyed by the Government vide Principal Secretary(Forests) to the Government of Himachal Pradesh vide letter No. FFE-A(B)2-12/2022 dated 10.10.2022.

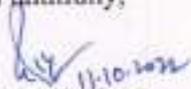
It is therefore, requested to get the same advertised on 13.10.2022 in atleast two leading newspapers i.e. in English & Hindi each and in The Giriraj weekly for the wide publicity of the general public as well as broadcasting through Akashwani Shimla.

Necessary bill for publication of advertisement may kindly be sent in favour of Registrar(Budget) O/o. Pr.CCF (HoFF) H.P.

An early action into the matter is solicited please.

Encl : As above.

Yours faithfully,

  
Registrar (Budget)  
O/o. Pr.CCF(HoFF) HP

## HIMACHAL PRADESH FOREST DEPARTMENT

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### #NOTICE#

Applications are invited either in Hindi or English alongwith self attested copies of relevant supporting documents from the eligible applicants as per eligibility criteria notified by the Pr. Secretary (Forests) to the Government of Himachal Pradesh vide letter No. FFE-A(B) 2-12/2022 dated 10.10.2022 on the prescribed application form for recruitment to the post of Para Cook and Para Helper in H.P. Forest Department on the following terms and conditions. The application should reach in the office of concerned Divisional Forest Officer/Deputy Conservator of Forests (DFO/DCF) on or before 02.11.2022. The applications received after last date or found incomplete shall not be entertained and will be rejected. The applicant 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.

### Circle wise/Division wise details of Para Cook & Para Helper to be recruited in HP Forest Department:-

S. No	Name of Forest Circle	Name & Address Division/Office	Numbers of Posts	
1.	Nahan		Para Cook	Para Helper
		DFO/DCF NahanTeh- Nahan, Distt- Sirmour HP	03	03
		DFO/DCF Paonta Sahib Teh- Paonta Sahib, Distt- Sirmour HP	05	05
		DFO/DCF RenukaJiTeh-RenukaJi, Distt-Sirmour (HP)	04	04
		DFO/DCF RajgarhTeh-Rajgarh, Distt- Sirmour HP	08	11
<b>Total Forest Circle Nahan</b>			<b>20</b>	<b>23</b>
2.	Hamirpur	DFO/DCF HamirpurTeh&Distt- Hamirpur HP	10	10
		DFO/DCF UnaTeh&Distt-Una HP	11	13
		DFO/DCF Dehra Teh -Dehra, Distt- Kangra HP	14	15
<b>Total Forest Circle Hamirpur</b>			<b>35</b>	<b>38</b>
3.	Dharmshala	DFO/DCF NurpurTeh-Nurpur, Distt- Kangra HP	15	15
		DFO/DCF PalampurTeh- Palampur, Distt-Kangra HP	17	18
		DFO/DCF DharamshalaTeh- Dharamshala, Distt-Kangra HP	22	24
<b>Total Forest Circle Dharamshala</b>			<b>54</b>	<b>57</b>
4.	Shimla Forest	DFO/DCF RohruTeh-Rohru,	14	15

24

	Circle	Distt-Shimla HP		
		DFO/DCF ShimlaTeh&Distt-Shimla HP	11	14
		DFO/DCF TheogTeh-Theog, Distt- Shimla HP	12	12
		DFO/DCF ChopalTeh-Chopal, Distt- Shimla HP	18	19
<b>Total Forest Circle Shimla</b>			<b>55</b>	<b>60</b>
5.	Solan Forest Division	DFO/DCF Solan Teh&Distt- Solan HP	08	10
		DFO/DCF Nalagarh Teh-Nalagarh, Distt- Solan HP	05	05
<b>Total Forest Circle Solan</b>			<b>13</b>	<b>15</b>

6.	Kullu Forest Circle	DFO/DCF Kullu Teh&Distt- Kullu HP	10	11
		DFO/DCF Parvati Teh&Distt- Kullu HP	07	09
		DFO/DCF Seraj at Banjar Teh-Banjar, Distt- Kullu HP	08	08
		DFO/DCF Lahoul at Kelong Teh-Kelong, Distt-Lahoul&Spiti HP	08	08
<b>Total Forest Circle Kullu</b>			<b>33</b>	<b>36</b>
7.	Forest Circle Bilaspur	DFO/DCF Bilaspur Teh&Distt- Bilaspur HP	15	20
		DFO/DCF Kunihar Teh-Arki, Distt-Solan HP	08	09
<b>Total Forest Circle Bilaspur</b>			<b>23</b>	<b>29</b>
8.	Wild Life Circle North Dharmshala	DFO/DCF Wild Life Division HamirpurTeh&Distt- Hamirpur HP	08	10
		DFO/DCF Wild Life Division ChambaTeh&Distt- Chamba HP	09	10
<b>Total Wild Life Circle North Dharmshala</b>			<b>17</b>	<b>20</b>
9.	Rampur Forest Circle	DFO/DCF Ani Teh-Ani, Distt- Kullu HP	09	09
		DFO/DCF Rampur Teh- Rampur Distt-Shimla HP	13	16
		DFO/DCF Kotgarh Sub Teh-Kotgarh, Distt- Shimla HP	04	05
		DFO/DCF Kinnour at RicongPeoTeh-Kalpa, Distt- Kinnour HP	16	17
<b>Total Rampur Forest Circle</b>			<b>42</b>	<b>47</b>

10.	Chamba Forest Circle	DFO/DCF Chamba Teh&Distt-Chamba HP	22	24
		DFO/DCF Churah at Salooni Teh-Salooni, Distt- Chamba HP	16	18
		DFO/DCF Dalhousie Teh-Dalhousie, Distt- Chamba HP	13	15
		DFO/DCF Bharmour Teh-Bharmour, Distt- Chamba HP	17	18
		DFO/DCF Pangl at Killar Teh-Killar, Distt- Chamba HP	17	23
<b>Total Chamba Forest Circle</b>			<b>85</b>	<b>98</b>
11.	Wild Life Circle South Shimla	DFO/DCF Wild Life Division Shimla Teh&Distt-Shimla HP	09	10
		DFO/DCF Wild Life Division Sarahan Teh-Rampur, Distt- Shimla HP	07	07
		DFO/DCF Wild Life Division Spiti at Kaza Teh-Kaza, Distt-LahoulSpiti HP	05	05
<b>Total Wild Life Circle South Shimla</b>			<b>21</b>	<b>22</b>
12.	Research & Training Sundernagar	DFO/DCF Forest Training Institute Sundernagar Teh-Sundernagar, Distt-Mandi HP	01	02
		DFO/DCF Forest Training Institute Chail Teh-Chail, Distt- Solan HP	01	01
<b>Total Research &amp; Training Sundernagar</b>			<b>02</b>	<b>03</b>
13.	Forest Circle Mandi	DFO/DCF Karsog Teh-Karsog, Distt-Mandi HP	15	18
		DFO/DCF Joginder Nagar Teh-Joginder Nagar, Distt- Mandi HP	10	11
		DFO/DCF Nachan at Gohar Teh-Chhachiot, Distt- Mandi HP	29	37
		DFO/DCF Mandi The & Distt-Mandi HP	15	16
		DFO/DCF Suket at Sundernagar Teh-Sundernagar, Distt- Mandi HP	23	23
<b>Forest Circle Mandi</b>			<b>92</b>	<b>105</b>
14.	Conservator of Forests GHNP, Shamshi, Distt. Kullu	DFO/DCF Wild Life Division Kullu, Teh&Distt- Kullu HP	07	10
<b>Total Conservator of Forests GHNP Shamshi</b>			<b>07</b>	<b>10</b>
<b>Grand Total</b>			<b>499</b>	<b>563</b>

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1. **Eligibility:-**

Only such candidates shall be eligible to apply for the post of Para Cook and Para Helper:-

1. Citizen of India.
2. Bonafide Himachali.
3. Having Sound mind.
4. No family member of the candidate(s) should be in any 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 Forest Circle.

2. **Educational Qualification:-**

i) **Para Cook:-** The candidate should have passed Matriculation examination from the Board/University recognized by the HP/Center Govt. and should possess at least six months diploma from Food Craft Institutes OR 5 (Five) years experience in Cooking from any public/private institute.

ii) **Para Helper:-** The candidate should have passed Matriculation examination from the Board/University recognized by the H.P./Central Govt.

**Desirable:-** Knowledge of custom, manners and dialects of Himachal Pradesh.

3. **Age Criteria:-** 18 to 45 years.

4. **APPLICATION :-** The candidates will have to apply on format prescribed, alongwith self attested photo copy of certificates to the concerned Divisional Forest Officers 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.

**List of documents required to be attached with the 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 documents, 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. Six (6) months diploma from Food Craft Institutes OR 5 (Five) years experience in Cooking from any public/private institute for the post of Para Cook.
7. 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).
8. 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).

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

S.N	Para Cook and Para Helper	Marks distribution for Para Cook and Para Helper out of 10 Marks.
1	Percentage of marks obtained to be calculated out of 10 (for example getting 50% marks in Matric will be given 2.5 (two & half) Marks.	5.00 Marks
2	BPL family having annual income as prescribed from time to time.	1.00 Mark
3	Experience in the related field	2.00 Marks
4	Skill test and physical test for engagement of Para Cook and Para Helper.	2.00 Marks
	Total	10.00 Marks

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.

6. **Roles and Responsibilities:-**

All cooking and food service related duties in the Forest Rest House/Inspection Huts including:-

- a) To service meals to the guests at the designated hour in hygienic conditions.
- b) To clean the kitchen and utensils and store the utensils in a hygienic conditions.
- c) To help in procurement/transportation of material for cooking and service.
- d) Any other cooking/cleanliness related miscellaneous job/other duties assigned by the officers/official concerned.

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

- 1) The selected incumbent will be paid honorarium at the rate of Rs. 9000/- PM for Para Cook and Rs. 5500/- PM for Para Helper.
- 2) The working hours of incumbents shall be 6 hours per day.
- 3) Keeping in view the nature of work, the Para Cook/Helper should attend the duties on all days including Gazetted Holidays for fixed number of hours.
- 4) A quarterly self-reporting format (to be devised by the Forest Department) would be filled by the Para Cook/Para Helper and submitted to the Assistant Conservator of Forests (ACF)/RFO (Hqr.) concerned. Based on this at the end of every financial year, a consolidated report would be placed (on a format to be devised by the Forest Department) for certification of satisfactory worker and conduct. This certificate shall be electronically sent to the concerned CCF/Conservator of Forests for record.
- 5) 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 if there is no improvement in service delivery the concerned Assistant Conservator of Forests (ACF/RFO (Hqr.)) concerned would have to substantially put down in writing the reasons for such termination and this need to be countersigned by concerned Divisional Forest Officer (DFO) based on record.
- 6) 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.
- 7) The candidates appointed as Para Cook/Para Helper (Forest Department) will have no right, claim for regularization as regular employee of the State Government.

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Endst. No. Ft. HB(15)-118/89 (E-III) Dated, Shimla the 11 OCT 2022

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

1. The Principal Secretary (Forests) to Govt. of H.P. Shimla.
2. The Director, Information and Public Relations, HP Shimla-2.
3. The Principal Conservator of Forests (WL) H.P. Shimla-1
4. All CCFs/CFs (T & WL) in Himachal Pradesh.
5. All DFOs (T & WL) in Himachal Pradesh.
6. Incharge IT Cell for uploading on official website of Forest Department.

Pr. Chief Conservator of Forests (HoFF)  
Himachal Pradesh, Shimla-171001



**APPLICATION FORM**

<b>Name of Circle/Division</b>		
<b>Post Applied For</b>	<b>Para Cook/Para Helper</b> <b>(Please Tick the relevant option)</b>	
<b>Name of Candidate</b>		<b>Passport size photograph to be affixed</b>
<b>Father's/Husband's Name</b>		
<b>Date of Birth</b>		
<b>Permanent Home Address</b>		
<b>Address for correspondence</b>		
<b>Forest Home Circle of the applicant (Strictly as per permanent address mentioned above)</b>		
<b>List of documents attached as mentioned at Point No. 4 of the notice.</b>	1. 2. 3. 4. 5.	
<b>Mobile No. (if any)</b>		
<b>Date and Place</b>		
<b>Signature of Applicant</b>		

*[Handwritten Signature]*

आवेदन प्रपत्र

वन वृत्त / वन मण्डल का नाम	
पद जिसके लिए आवेदन किया जा रहा है	पैरा कुक / पैरा हैल्पर (कृपया विकल्प पर चिन्ह लगाएं)
प्रार्थी का नाम	पासपोर्ट साइज फोटोग्राफ चिपकाए
पिता/पति का नाम	
जन्म तिथि	
घर का स्थाई पता	
पत्राचार हेतु पता	
वन वृत्त जहां प्रार्थी का स्थाई निवास है (जैसा कि उपरोक्त स्थाई पता में दर्शाया गया है)	
सलभित दस्तावेजों की सूची जो कि सूचना के मद संख्या 4 में दर्शाये गये हैं	1. 2. 3. 4. 5.
मोबाईल नं0 (अगर कोई है तो)	
दिनांक और स्थान	आवेदक के हस्ताक्षर

