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GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
CIVIL SECRETARIAT, OLD DC'S OFFICE, D SECTOR  
ITANAGAR

OFFICE MEMORANDUM

The 15th February, 2011

**Subject : Clarification regarding Skilled and Un-Skilled contingency post under Government of Arunachal Pradesh from 1st December, 2010.**

No. AR-176/10.—The Government of Arunachal Pradesh has revised the minimum wages of daily rated employees/workers under the Government of Arunachal Pradesh. The contingent employees/workers have now been categorised into two groups viz-skilled and un-skilled vide Finance Department's order No. FIN/E-II/15/2010 dated 8th October, 2010 from 1st October, 2010. The Administrative Reforms Department has been asked to specify the parameters and qualification for determining the eligibility for the skilled and un-skilled posts. The educational qualification and other parameters to differentiate between the skilled and un-skilled employees are as follows :

1. **Skilled** : A skilled employee/worker means an employee who is capable of working efficiently of exercising considerable independent judgment and of discharging his duties with responsibility. He/she must possess thorough and comprehensive knowledge of the trade, craft or industry in which he/she is employed. Therefore, the minimum qualification for the skilled post is the qualification prescribed in the Recruitment Rules of the corresponding regular post. However, if there is no Recruitment Rules existing in the department(s)/office (s) they are directed to strictly follow the minimum entry level qualification prescribed for entry in the Government service i.e. Matriculation and /or ITI or equivalent. However in respect of specialized nature of job minimum trade related qualification as applicable in regular appointment in Group-C (lowest rung post(s) needs to be followed.

2. **Un-skilled** : An un-skilled employee/worker is one who does operations that involve the performance of simple duties, which require the experience of little or no independent judgment or previous experience ; although familiarity with the occupational environment is necessary. His/her work may thus require, in addition to physical exertion, familiarity with variety of articles or goods. Thus, there is **no prescribed minimum qualification** for engagement in the department/offices for such un-skilled jobs.

3. Vide order No. N/E-II/15/2010 dated 8th October, 2010 from 1st October, 2010 issued by the Finance Department semi-skilled category has been merged with skilled category posts. Therefore, no further creation/ appointments shall be made in the category of semi-skilled by the Departments/Appointing Authorities.

Henceforth, these guidelines shall be strictly followed while qualifying an employee as skilled/un-skilled.

Nandini Paliwal,  
Secretary to the  
Government of Arunachal Pradesh,  
Itanagar.