

Dated: 06/12/2022

Subject: - Engagement of workers in Grih Kalyan Kendra, New Delhi and Outstation for gaining work experience.

The Grih Kalyan Kendra (GKK), a registered Society under the Societies Registration Act, 1860, is functioning under the aegis of Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India. The GKK runs various welfare activities for the benefit of Central Government employees and their dependants.

2. The main objective of the Kendra is to help the needy Central Government employees by giving training and experience to their dependent family member which would enable them to supplement their domestic income and help them to acquire skill and experience for seeking better avenues of employment elsewhere.

3. They are paid only honorarium and not entitled to any service benefits. It is expected only to be a stepping stone and training ground for needy dependants of Central Government employees, but not to give them any regular employment.

4. It is proposed to engage workers on contract basis for the following posts in Grih Kalyan Kendra at New Delhi and Outstation from the Ex-serviceman and dependents of Central Government employees (serving or retired) having the requisite qualifications etc as given below:-

S. No.	Name of the Post.	Age	Qualification	Honorarium (per month)
1.	Care Taker (For Delhi, Mumbai, Chennai, Nagpur, Kolkata & Bangalore)	Not exceeding 30 years (35 years in the case of spouse) relax able up to 10 years for ex-serviceman on the last date of receipt of application	10 th pass or equivalent from a recognized Board/University Desirable: Preference will be given to candidates possessing higher qualifications/experience	Rs. 6840/- + 200/- (medical allowances) One room residential accommodation with free electricity and water in the respective Samaj Sadan.
2.	Nursery Teacher (for Mumbai Only)	Not exceeding 30 years (45 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	Senior Secondary (10+2) with 50 % marks. (i) JBT or Nursery Training Course after passing Senior Secondary from a recognized Institute. (ii) Competence to teach through Hindi and English medium. Desirable : Knowledge of Computer Operations.	Rs.6600/- + 200/- (medical allowances Consolidated)
3.	Nursery Attendant (for Mumbai Only)	Not exceeding 30 years (45 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	8 th passed. Preference will be given to candidates having past experience in similar work.	Rs. 3840/- + 200/- (medical allowances Consolidated)

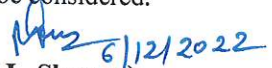
4.	Peon (for Delhi Only)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, relax able up to 10 years for ex-serviceman.	10 th pass or equivalent from a recognized Board/University Desirable: Preference will be given to candidates possessing higher qualifications/experience	Rs. 5640/- + 200/- (medical allowances Consolidated)
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Documents required to be submitted alongwith application form for the above mentioned posts:-

- (i) Attested copy of CGHS Card or; any other valid proof of dependency, if CGHS Card is not available.
- (i) Latest Salary Slip, if dependent of a Central Government employee.
- (ii) Photocopies of Certificates regarding Date of Birth, educational qualifications and experience.
- (iii) Residence proof.
- (iv) Copy of PPO in case of dependents of retire or deceased.

5. The workers in GKK are engaged initially for a period of one year. However, the engagement may be extended by the Competent Authority up to a maximum period of five years on year to year basis, subject to satisfactory performance and requirement for continuation of the post. The persons so engaged shall be paid a fixed monthly honorarium as mentioned above or as decided by the GKK Board from time to time.

6. It is requested that wide publicity may be given to this circular amongst the Central Govt. employees working in the Ministry / Department including attached and subordinate offices. The willing and eligible candidate may send their application duly filled in prescribed proforma available on DoPT website www.dopt.gov.in. The duly filled applications along with required documents may be forwarded to Secretary, Grih Kalyan Kendra, Samaj Sadan, Lodhi Road Complex, New Delhi-110003 within a period of 30 days from the date of publication of vacancy notice in Newspaper. Applications completed in all respects, shall only be considered. Applications received after the due date and without supporting documents will not be considered.


 (M.L. Sharma)
 Administrative Officer

Copy to

- (i) Centre-in-charge, GKK Mumbai, Chennai, Nagpur, Kolkata & Bangalore.
- (ii) All SO (Welfare) DOPT for uploading on DoPT website.
- (iii) All Care Takers of GKK Samaj Sadans to display on notice board of the Sadan.
- (iv) Security Officer, GKK for wide publicity.
- (v) Notice Board of GKK.

GRIH KALYAN KENDRA

1. Name of the post applied for: _____

2. Name & Address: _____

Tel No. _____

3. Sex: F M

4. Marital Status: Married Unmarried

5. Date of Birth : _____

6. Father's / Husband's Name: _____

7. Educational & Other Qualifications : _____

8. Experience, if any: _____

(Separate sheet may be attached, if needed)

9. Whether earlier worked with GKK or some other family member is working in GKK.
If so, details thereof: _____

10. A. Whether dependent of Central Government Employee : _____

B. If Yes, furnish following: _____

(a) Name of the Central Govt. employee _____

(b) Relationship : _____

(c) Desig. & Office Address : _____

(d) Pay Scale, basic pay & total emoluments : _____

Place : _____

Date : _____

(Signature of applicant)

- Notes: (1) Please enclose attested copy of CGHS Card or any other valid proof of dependency, if CGHS Card is not available.
- (2) Please enclose pay Certificate of the Central Govt. employee from the competent authority.
- (3) Photocopies of Certificates regarding date of birth, qualifications and experience be attached.
- (4) Incomplete forms will not be considered.
- (5) Please fill up separate form for each post.