

Dated : 10 August, 2023

To

The Director (CS),
Department of Personnel & Training,
Lok Nayak Bhawan, Khan Market,
New Delhi.

Sub: Walk-in interview for engagement of retired Government Servants at the level of Section Officer or equivalent post on contract basis in Grih Kalyan Kendra - Regarding.

Sir,

Grih Kalyan Kendra is a registered society working under the aegis of Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions. The main objective of the Kendra is to help the needy Government employees, especially covering the women and children, belonging to lower income groups by giving them training and experience in certain Crafts, Creche, Nursery classes etc. to acquire skill and experience for seeking better avenues of employment elsewhere.

2. In furtherance to its objective, Grih Kalyan Kendra conduct various welfare activities viz. Nursery classes, crèche centers, craft (cutting & tailoring) classes, indoor (badminton) games and yoga. Besides, a number of activities viz. Music & Dance classes, Computer classes, Martial art classes, Yoga & mediation, Health Club and Physiotherapy clinic etc. are being run on fee sharing basis. The GKK also hire out its Samaj Sadans/Community Halls to Central Govt. employees, their dependents and others to solemnize their social/marriage/cultural functions. The administrative, establishment and financial matters of all these activities being run at Delhi and outstations viz. Mumbai, Kolkata, Chennai, Nagpur, Bangalore, Dehradun, Jaipur, Ghaziabad & Faridabad are dealt in Headquarter office located at Delhi under the overall supervision and guidance of Secretary, GKK.


3. Grih Kalyan Kendra invites applications from retired Section Officers or equivalent post in Central Government for engagement as Consultant on contract basis, initially for a period of one year from the date of engagement which may be extended by another one year, subject to the requirement and satisfactory performance of the consultant. A copy of Notification and format of application is enclosed herewith.

4. You are requested to upload the advertisement on the website of DoPT for wide circulation of vacancy among eligible candidates.

This issues with the approval of competent authority.

Encls:- As above.

Yours faithfully


10/8/2023
(M.L. Sharma)

Administrative Officer

File No.8/8/2023-GKK
GRIH KALYAN KENDRA

Under the aegis of
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training,
New Delhi-110003

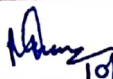
Dated:- 10 August, .2023

Walk-in-Interview

Subject: Inviting applications from Retired Central Government Servants at the level of Section Officer for engagement as Consultant on contract basis.

Grih Kalyan Kendra invites applications from retired Section Officers or equivalent post in Central Government for engagement as Consultant on contract basis, initially for a period of one year from the date of engagement which may be extended by another one year, subject to the requirement and satisfactory performance of the consultant. The details are given below:-

1	Name of the post.	Consultant (Section officer or equivalent level)
2.	Total number of post.	01 (one)
3	Period of engagement.	The period of engagement will be initially for one year from the date of engagement or until further orders, whichever is earlier.
4	Job Location	Grih Kalyan Kendra, Lodhi Road Complex, New Delhi.
5	Educational Qualification.	Graduation degree or equivalent from a recognized University or institute.
6.	Age eligibility.	Candidates should not be more than 62 years as on the closing date of receipt of application.
7	Eligibility criteria & Terms & conditions for engagement.	Terms and Conditions for engagement, brief job description, eligibility criteria, term of reference are enclosed at Annexure-I.
8	How to apply	The application in the prescribed format enclosed at Annexure-II. (complete in all respects) along with requisite documents viz. self attested copies of PPO, Last Pay Certificate, Relieving Order on superannuation and other relevant documents may be sent, within 15 days from the date of issue of this notice, to the following address: The Secretary, Grih Kalyan Kendra, Lodhi Road Complex, New Delhi-110003.
9	Walk-in interview to be held on.	To be communicated later


(M.L Sharma)
Administrative Officer

Annexure-I

Eligibility criteria, Job description and Terms & Conditions for engagement as Consultant:-

Eligibility criteria.	Work experience/Job Profile
Officers below the age of 62 years, retired as Section Officer or equivalent post in Central Government Ministries/Department.	Processing of all correspondence, reports and returns. Having good working experience on Computer, able to work in MS Word, Excel & Power Point, experience in Administrative & Establishment/Stores management, Secretariat Matters, RTI, Court cases, Grievance redressal, working in e-office, GeM portal and any other work assigned by Competent Authority.

General Requirements for Consultant: The candidates should have retired from Central Government Ministries/Departments having experience of functioning in Government bodies preferably in the concerned field for the role of consultant.

2. Period of Engagement: (Refer OM No. 3-25/2020-E IILA dated 09.12.2020 of Ministry of Finance, D/o Expenditure).

2.1 The initial engagement as Consultant would be for a period of one year, which may be extended beyond one year depending on the requirement of Grih Kalyan Kendra and performance review of the Consultant but shall not be extended beyond 5 years after superannuation.

2.2 The engagement of Consultant would be on full time basis and he would not be permitted to take up any other assignment during the period of Consultancy with other Office

2.3 The engagement of Consultant would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by the Grih Kalyan Kendra without assigning any reason.

3. **Remuneration Payable to Consultants:** (Refer OM No. 3-25/2020-E IIIA dated 09.12.2020 of Ministry of Finance, D/p Expenditure)

3.1 A fixed monthly amount shall be admissible, to be arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.

3.2 No increment or Dearness Allowance shall be allowed during the term of the contract.

4 **Procedure for selection of Consultants:** Candidates meeting the conditions of para -1 shall be shortlisted based upon criteria formulated by Grih Kalyan Kendra. The correspondence shall be made on the postal address or email Id given by the candidates.

5. **Working Facilities to be provided:**

5.1 Only the basic working facilities/infrastructure will be provided to the consultant.

5.2 No Transport or Telephone/Internet facility at residence etc shall be provided.

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Other Emoluments or Consultants: (Refer OM No. 3-25/2020-E IIIA dated 09.12.2020 of Ministry Finance, D/o Expenditure).

6.1 Leave: Paid leave of absence will be allowed at the rate of 1.5 (one & half) days for each completed month of service rendered as Consultant. **"No work No pay". No remuneration shall be paid for the period of absence from duty beyond the prescribed period of leave.**

6.2 TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. The consultants would be entitled to draw TA/DA for work related travel as per his/her last entitlement at the time of retirement as per the Government norms, in case he/she is deputed for official work outside Delhi/NCR

6.3 Accommodation/HRA: No accommodation/HRA will be provided by Grih Kalyan Kendra.

6.4 Transport Allowance: An appropriate and fixed amount as Transport Allowance (TA) for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However the consultant shall be allowed TA/DA on Official tour, if any, as per his entitlement at the time of retirement.


7. Confidentiality of Data and Documents: The consultant shall not utilize or publish or disclose or part with to third party any data statistics or proceedings or information gathered during the course of this assignment without the written consent of Secretary, GKK.

8. Working Hours: The Consultant shall have to work as per the working hours of Grih Kalyan Kendra as prescribed (i.e. 09:30 AM to 06:00 PM). However depending on the exigency of work, he/she may be required to come early or sit late to complete the time bound work or attend Office on Holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

9. Rights of GKK: The Grih Kalyan Kendra reserve the right to cancel and not to process the matter for engagement of Consultant at any stage without giving any reason, whatsoever.

10. Termination of Engagement: Grih Kalyan Kendra may terminate the services of Consultants, if

- (I) The Consultant is unable to accomplish the assigned works
- (II) Quality of the accomplish work is not to the satisfaction of Office The Consultant fails in timely achievement of the milestone as decided by Office
- (III) The Consultant is found lacking in honesty and Integrity
- (iv) The information furnished by the candidate is found false
- (v) The Consultant completes five years of retirement.
- (vi) The contract can be terminated immediately by giving notice in writing to consultant and the consultant can break the contract by giving a written notice of one month advance. The termination will be without prejudice to either party's rights accrued before termination.


10/8/2023

Annexure-II

Application for the post of Consultant on contract basis in the GRIH KALYAN KENDRA.

Paste here
recent
passport size
photograph.

- I. Name in full (in Block letters)
- II. Father's /Husband's Name
- III. Nationality
- IV. Sex
- V. Date of Birth
- VI. Age as on date
- VII. Present Address
- Telephone/Mobile No.
- E-mail Id.
- VIII. Permanent Address
- IX. Date of Joining in the Govt. Service
- X. Date of Retirement and the post from
Which retired (enclose copy of retirement order)
- XI. Name of the Ministry/Deptt. from which retired
- XII. Last pay Drawn (enclose copy of LPC)
- XIII. Details of Computer knowledge
- XIV. Educational and Technical Qualifications:

Examination passed.	Name of the University/Institute.	Year of Passing	Subject Passed	Division	Percentage of Marks obtained

Handwritten signature
10/8/2023

XV. Details of post held on regular basis & work experience:

Ministry/Deptt.	Name of Post held.	Pay Scale/ Level	Period From To	Nature of duties/work allocated.

Declaration


I solemnly declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Grih Kalyan Kendra

Place;

Date:

Signature

(Full name of the applicant)


10/8/2023