

IMMEDIATE

No. 12013/2/2023-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi.
Dated the 24th August, 2023.

OFFICE MEMORANDUM

Subject: Filling up of the post of Administrative Officer in Grih Kalyan Kendra.

Grih Kalyan Kendra, a society registered under the Societies Registration Act, 1860 and functioning under the aegis of Ministry of Personnel, Public Grievances and Pensions proposes to fill up the vacancy in the post of Administrative Officer in the pay scale of Rs.53100-167800 (level 9) on deputation/contract basis from amongst the serving or retired Central Government officials. The terms and conditions and eligibility requirements of the post are given in the **Annexure**.

2. Applications, in the enclosed format, from officials fulfilling eligibility criteria, duly completed in all respects (through proper channel in case of serving officers), alongwith a copy of recent passport size photograph, vigilance clearance, complete and up-to-date CR dossier or photocopies of APARs for the last 5 years, duly self attested, and statement giving details of major/minor penalties imposed on the officer, if any, may be addressed to the Under Secretary (Welfare), Department of Personnel and Training, Room No.361, Lok Nayak Bhawan, Khan Market, New Delhi-110003 so as to reach him on or before **13.09.2023**. Candidates are requested to super scribe the words "Application for the post of Administrative Officer, GKK" on the envelopes. Applications received after the last date or without self attested photocopies of the APARs/CRs or otherwise found incomplete will not be considered.

Naveen Kumar
24/8/2023

(Naveen Kumar)
Under Secretary (Welfare)

To

All Ministries/Departments of the Government of India

ANNEXURE
TERMS AND CONDITIONS FOR THE POST OF ADMINISTRATIVE OFFICER
GRIH KALYAN KENDRA

Name of the Post :	Administrative Officer
No. of Post :	One
Scale of Pay :	Rs.53100-167800 (Level 9).
Age Limits :	(a) Not exceeding 56 years for serving Central Government Officers on the closing date of receipt of applications for appointment on deputation. (b) Not exceeding 62 years for retired Central Government officials on closing date of receipt of applications for appointment on Contract.
Educational and Other Qualifications :	Essential (i) Degree of a recognized University/Institute. (ii) 2 years experience in Administration, Establishment & Accounts matters in a supervisory capacity in a Government office or a public body of a repute and having good knowledge of Financial Rules and Rules and Regulations of Government of India. Desirable (i) Any post Graduate Degree/Diploma in business administration/personnel administration/public administration. (ii) Knowledge of working on computers.
Method of Recruitment :	Deputation (on foreign service) /Contract basis. (A) Deputation (on foreign service) Officers under the Central Government. (i) Holding the post of Section Officer on regular basis (CSS). Or Holding the post of Assistant Section Officer (ASO) of CSS or equivalent service with 8 years of regular service in the Grade. (ii) Having the experience in the area of Administration/Establishment/Accounts matters, adequate knowledge of Government Rules and Regulations.

<p>Salary and Prerequisites</p>	<p>(B) Contract. In the case of retired officers, they should have retired as Section Officer or Assistant Section Officer with 8 years of regular service in the grade from the Central Government and possess the qualifications and experience as mentioned above.</p> <p>(A) In case of Serving Officers:</p> <p>(i) The serving officers shall be governed by the Orders relating to appointment on deputation issued by the Department of Personnel and Training in their O.M No. 6/8/2009 – Estt.(Pay-II) dated 17.06.2010 as amended from time to time.</p> <p>(ii) Leave Salary and Pension Contribution will be paid by Grih Kalyan Kendra.</p> <p>(B) In case of retired Central Government officers : All the Terms & Conditions of engagement shall be governed by the provision contained in M/o Finance , D/o Expenditure OM No. 3-25/2020-E.IIIA Dated 09.12.2020 (as amended from time to time) which inter-alia shall include the following:-</p> <p>(i) Fixed Remuneration to be arrived at by deducting the basic pension from pay drawn at the time of retirement.</p> <p>(ii) There will be no increment/percentage increase during the contract period.</p> <p>(iii) No dearness allowance and the amount of remuneration so fixed shall remain unchanged for the term of contract.</p> <p>(iv) Fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work, not exceeding the rate applicable at the time of retirement, shall be allowed.</p> <p>(v) No HRA will be admissible.</p>
<p>Term of Engagement :</p>	<p>(a) In case of serving officers, the period of Deputation shall ordinarily not exceed three years.</p> <p>(b) In case of retired officers, appointment shall be on contract basis initially for a period of 2 years; which can be extended from year to year basis up to maximum of 5 years or till the age of 65 years, whichever is earlier.</p>
<p>Power to relax</p>	<p>: Where the GKK Board is of the opinion that it is expedient to do so, it may for the reasons to be recorded in writing, relax any of the provisions of the rules.</p>

APPLICATION FORM

1. Name of the post for:
2. Name & address (in block letters):
3. Mobile No. and e-mail address:
4. Date of birth:
5. Present Post held:
6. If retired, date of retirement:
7. Pay drawn at the time of retirement:
8. If retired, whether receiving pension:
If yes, mention the amount of pension:
9. Whether educational and other qualifications required for the post are satisfied:

Qualifications/ Experience required	Qualifications/ Experience possessed

10. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature if the space below is insufficient:

Office/Inst./Organization	Post held	From	To	Scale Pay	Nature of Duties

11. Any other relevant information (use a separate sheet, if necessary):

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time, I am found to have concealed/ distorted any material information, my contract shall be liable to be summarily terminated without notice/ compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

Place:

Dated:

Signature of the Applicant