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F.No. 8/24/2018-GKK / 04  
GrihKalyan Kendra

A registered Society under the aegis of  
Ministry of Personnel, Public Grievances and Pensions,  
SamajSadan, Lodhi Road Complex, New Delhi-110003.

Dated: 13/1/2021

Subject: - Engagement of workers in GrihKalyan Kendra, New Delhi 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 belonging to lower income groups, 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 caretakers in Grih Kalyan Kendra at New Delhi and NCR (Ghaziabad & Faridabad) from the dependents of Central Government employees (Ex-serviceman) having the requisite qualifications etc. as given below:-

S.No.	Name of the Post.	Age	Qualification	Honorarium (per month)
1.	Care Taker	Not exceeding 30 years (35 years in the spouse) on the last date of receipt of applications (relax able up to 10 years for ex-serviceman) on the last date of receipt of application	10 <sup>th</sup> pass or equivalent from a recognized Board/University <b>Desirable:</b> 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.


Documents required to be submitted for the above mentioned posts:-

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

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.

(2)

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](http://www.dopt.gov.in). The dully filled applications along with required documents may be sent to Secretary, GrihKalyan Kendra, SamajSadan, Lodhi Road Complex, New Delhi-110003 within a period of 30 days from the date of issue of this Circular. 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) All Ministries / Departments of the Government of India.
- (ii) All AWOs and RWAs with the request that wide publicity may be given among the Central Government Employees in their areas.
- (iii) SO (Welfare) DOPT for uploading on DoPT website.
- (iv) All Care Takers of GKK Samaj Sadans to display on notice board of the Sadan.
- (v) Notice Board of GKK LRC.

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**GRIH KALYAN KENDRA**  
**Application for the post of Care Taker in GKK Centre**

1. Name of the post applied for: \_\_\_\_\_

2. Name & Address: \_\_\_\_\_

3. \_\_\_\_\_

Tel No. \_\_\_\_\_

4. Sex: F  M

5. Marital Status: Married  Unmarried

6. Date of Birth: \_\_\_\_\_

7. Father's / Husband's Name: \_\_\_\_\_

8. For Ex-service Man:

(a) Name of Post last held in substantive capacity: \_\_\_\_\_

(b) Name of Department/Force: \_\_\_\_\_

(c) Date of Retirement: \_\_\_\_\_

(d) Last pay drawn: \_\_\_\_\_

9. Educational & Other Qualifications : \_\_\_\_\_

10. Experience, if any: \_\_\_\_\_

(Separate sheet may be attached, if needed)

11. Whether earlier worked with GKK or some other family member is working in GKK.

If so, details thereof: \_\_\_\_\_

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.