

**F.No. 8/104/2013 -GKK**  
**Grih Kalyan Kendra**  
A registered Society under the aegis of  
**Ministry of Personnel, Public Grievances and Pensions,**  
**Samaj Sadan, Lodhi Road Complex, New Delhi-110003.**

Dated: 28/12/2020

**Subject: - Engagement of Care Taker in Grih Kalyan Kendra, Mumbai on contract basis.**

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 of 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 honorarium and not entitled to any service benefits. It is expected 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 Care Takers in Grih Kalyan Kendra at Mumbai from the dependents of Central Government employees (serving or retired) having the requisite qualifications etc as given below:-

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

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

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 candidates may apply in the enclosed format and send the completed applications along with required documents to Secretary, Grih Kalyan Kendra, Samaj Sadan, 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.

  
(M.L.Sharma)

Administrative Officer

**Copy to:-**

- (iii) Shri J.M. Singh, Centre-in-Charge GKK, Mumbai with the request to give wide publicity to this circular.
- (iv) SO (Welfare) DOPT for uploading on DoPT website.

**GRIH KALYAN KENDRA**  
**Application for the post of Care Taker, Mumbai**

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

12. Name & Address: \_\_\_\_\_  
\_\_\_\_\_

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

13. Sex: F  M

14. Marital Status: Married  Unmarried

15. Date of Birth: \_\_\_\_\_

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

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

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

(Separate sheet may be attached, if needed)

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

20. A. Whether dependent of Central Government Employee : \_\_\_\_\_

B. If Yes, furnish following: \_\_\_\_\_

(e) Name of the Central Govt. employee \_\_\_\_\_

(f) Relationship : \_\_\_\_\_

(g) Desig. & Office Address : \_\_\_\_\_

(h) 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.