

No. 12013/1/2013-Welfare  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Welfare Division)

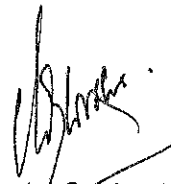
3<sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market,  
New Delhi, Dated 16.12.2016

**OFFICE MEMORANDUM**

Subject: Engagement of workers in Grih Kalyan Kendra :- reg.

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, has given a circular No.F.8/8/2016-GKK dated 21.11.2016 (copy enclosed) to engage workers for the various posts from the dependents of Central Government Employee.

2. The circular may kindly be given wide publicity.



(Chirabrata Sarkar)

Under Secretary to the Government of India

☎ 24653202

To

**All Ministries/Departments of the Government of India**

(165)

F.No. 8/8/2016-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: 21.11.2016

**Subject: - Engagement of workers in Grih Kalyan Kendra for gaining work experience.**

The Grih Kalyan Kendra (GKK) is a society under the Societies Registration Act, 1860 and functions under the aegis of 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, who are in the genuine need of temporary rehabilitation by giving them training and experience in certain Craft, Creche, and Nursery class activities run by the Kendra which would enable them to supplement their domestic income and help in seeking avenues of employment elsewhere. They are paid only honorarium and are not entitled to any service benefits. It is expected only to be a stepping stone and training ground for more and more needy dependants of Central Government employees but not give them any regular employment.

2. It is proposed to engage workers for the following posts from the dependents of Central Government employees having the requisite age, qualifications etc given below:-

S.No.	Post	Age	Qualification	Honorarium
1.	Caretakers	Not exceeding 35 years on the last date for receipt of applications (relaxable up to 10 years for ex serviceman)	10 <sup>th</sup> pass or equivalent from a recognized Board. <b>Desirable:</b> Preference will be given to candidates having higher qualifications and past experience in similar work.	5700/- (Consolidated)
2.	Day Care Attendant (Creche)	Below 45 years on the last date of receipt of applications (relaxable up to 5 years) in the case of candidates possessing higher qualifications / experience.	* 8 <sup>th</sup> passed. Preference will be given to candidates having past experience in similar work.	Rs. 4800/- (Consolidated)
3.	Peon	Not exceeding 35 years (relaxable by 10 years for ex-serviceman) on the last date for receipt of application.	10 <sup>th</sup> Pass from a recognized Board.	5640/- (Consolidated)
4.	Cashier	Not exceeding 35 years relaxable for 5 years in case of candidates possessing higher educational / experience and upto 62 years for retired Central Government employees as on the closing date of receipt of application.	Holding Bachelors Degree of a recognized University or equivalent.  <b>Desirable:</b> Preference shall be given to candidates possessing degree with commerce as one the subjects.  (ii) Knowledge of double entry system of accounting of computers.  (iii) Experience handling cash in an organization.	Rs. 12,000/- (Consolidated)
5.	Gym Instructor	Below 30 years on the last date of receipt of application (relaxable up to 5 years) in the case of candidates possessing higher qualification / experience.	Graduate from a recognized university or equivalent.  <b>Desirable:</b> Should have experience of 3 years in a recognized club / insitute / Organization.	Rs. 9340/- (Consolidated)

3. 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 of the post. The persons so engaged shall be paid a fixed honorarium as mentioned above or as decided by the GKK Board from time to time.

4. It is requested that publicity may kindly be given amongst the Central Govt. employees working in the Ministry / Department including attached and subordinate offices who may apply as per enclosed format for the post for which they are eligible. The completed applications along with the required enclosures 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 issue of the circular. Applications completed in all respects, shall only be considered. Applications received after the due date will not be considered.



(Ashok Kumar)  
Administrative Officer  
011-24616217-19


Copy to:-

- (i) All Ministries / Departments of the Government of India.
- (ii) UPSC, Election Commission of India and Controller and Auditor General of India.
- (iii) All AWOs and RWAs with the request that wide publicity may be given among the Central Government Employees in their areas and may forward the applications of eligible persons to Secretary, Grih Kalyan Kendra, Samaj Sadan, Lodhi Road Complex, New Delhi.

copy to: CWO for information



15/12



15/12

US (w) - pl upload on APT website.



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**GRIH KALYAN KENDRA**  
**Application for the post of Cashier, Peon, Gym Instructor, Care Taker and**  
**Day Care Attendant GKK Centre**

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 qualifications and experience be attached.
- (4) Incomplete forms will not be considered.
- (5) Please fill up one form for one post.