

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

Dated: 14/07/2023

Subject: - Engagement of workers in Grih Kalyan 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 who 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 workers on contract basis for the following posts in Grih Kalyan Kendra at New Delhi and Outstation from the Retd. Central Govt. Employees/Ex-serviceman and **dependents of Central Government employees (serving or retired)** having the requisite qualifications etc as given below:-

S.No.	Name of the Post.	Age	Qualification	Honorarium (per month)
1	Estate Manager cum Security Officer (Only for HQ, Delhi.)	Not exceeding 30 years on the last date of receipt of applications (relaxable up to 5 years in the case of candidates otherwise well qualified/experience). Upper age limit for Retd. Central Govt. Employee including ex-serviceman shall be 62 years.	Essential : <ol style="list-style-type: none"> Degree of a recognized university or equivalent. Should have good physique and health. Should be adept in public dealing and having supervisory/administrative capabilities. Should have at least 3 years experience of security related job in some reputed organization. Should have experience of upkeep and maintenance of office buildings including sanitary installations and Air-conditioning equipment and electrical installation. Desirable: <ol style="list-style-type: none"> Knowledge of working on computers. Possessing valid 	Rs. 13440/-+ 200/- (medical allowances) (Consolidated) The incumbent shall be provided with non STD Telephone facility/reimbursement of telephone bills upto the limit as prescribed for Government servants at the level. He may also be provided with a rent free accommodation

			driving license for car/motor cycle.	
			Ex-Serviceman: CPOs/Armed forces personnel who have retired from the post of Asstt. Commandant/Subedar or equivalent and possessing the educational qualifications as mentioned above.	
2	Zonal Assistant (Only for HQ, Delhi.)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience). In case of retired officers age should not be more than 62 years on the last date of receipt of application	(i) Bachelors Degree of a recognized university or equivalent. (ii) Knowledge of Administration, Establishment and Account matters and Govt. of India Rules and Regulations. Desirable: • Working knowledge of computer operation and accountancy.	Rs. 12000/-+ 200/- (medical allowances) (Consolidated)
3	Account Assistant (Only for HQ, Delhi.)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience). In case of retired officers age should not be more than 62 years on the last date of receipt of application	Degree of a recognized university or equivalent. A pass in the SAS or equivalent examination conducted by any of the organized Accounts Department of the Central Government Or Successful completion of training in Cash and Accounts work in ISTM equivalent. Possess three years experience of cash, accounts and Budget work. Desirable:- Good knowledge of working on computers.	Rs. 12000/-+ 200/- (medical allowances) (Consolidated)
4	Personal Assistant (Only for HQ, Delhi.)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	Essential: Bachelor Degree from recognized university or equivalent. Desirable: i. Should have good command over written and spoken English language and good communication skill. ii. Should have knowledge of Shorthand and good Typing speed in English. i. And iii. Should have good knowledge of computer operations.	Rs. 12000/- + 200/- (medical allowances) (Consolidated)

	Booking Clerk (Only for HQ, Delhi.)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	Senior Secondary (10+2) from a recognized Board / University. Desirable : (i) Should have command over spoken and written English (ii) Should have good communication skill and pleasing personality, (iii) Working knowledge of computer operations .	Rs. 9360/-+ 200/- (medical allowances) (Consolidated)
6	Cashier (Only for HQ, Delhi.)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience). In the case of retired Central govt. officers age should not be more than 62 years on the last date of receipt of application.	Bachelor Degree of a recognized university or equivalent. Desirable: (i) Preference shall be given to candidates possessing degree with commerce as one the subject / experience. (ii) Knowledge of double entry system of accounting on computers. (iii) Experience of handling Cash in an Organization.	Rs. 12000/- + 200/- (medical allowances) (Consolidated)
7	Craft Teacher (Only for, Delhi.)	Not exceeding 30 years (45 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	(i) A diploma after Hr. Secondary in Tailoring, sewing, Needle work and Embroidery from any Institution recognized by State Govt./ Govt. of India Or A degree/diploma after HR. Secondary in home science from an Institute recognized by the States Govt. / Govt. of India (ii) Working Knowledge of Hindi and English. Desirable (i) Working knowledge of Computer Operations. (ii) One year Practical experience in a recognized workshop/Institution/fa ctory (iii) For Craft Teachers, preference would be given to Craft Certificate holder from GKK	Rs.6600/- + 200/- (medical allowances) (Consolidated)
8	Day Care Attendant Creche	Not exceeding 30 years (45 years in case of spouse) on the last date of receipt of application,	8 th passed. Preference will be given to candidates having past experience in similar work.	Rs. 4800/-+ 200/- (medical allowances) (Consolidated)

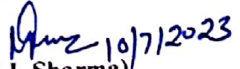
	(Only for, Delhi.)	(relax able up to 5 years in the case of candidates possessing higher qualification / experience).		
9	Peon (Only for HQ, Delhi.)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, relax able up to 10 years (for ex-serviceman)	10 th pass or equivalent from a recognized Board/University Desirable: Preference will be given to candidates possessing higher qualifications/experience	Rs. 5640/+ 200/- (medical allowances)- (Consolidated)
10	Data Entry Operator (Only for HQ, Delhi.)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	i. Bachelor Degree of a recognized university or equivalent preferably with mathematics, Statistics and Commerce Economics as one of the Subject. ii. Should possess a speed of not less than 8000 key depressions per hour for Data Entry Work. iii. Experience of programming on an electronic computer or in the operation of an electronic computer Desirable:- Knowledge of one or more programming languages and having experience in computer software systems.	Rs. 9360/-+ 200/- (medical allowances) (Consolidated)
11	Store-in-Charge (Only for HQ, Delhi.)	Not exceeding 30 years (45 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	(i) Degree of a recognized university or equivalent. (ii) The candidate should have experience of handling stores and keeping Accounts in a Store in Govt. Offices or in concern Public or Private sector. Desirable: Knowledge of Working on computers. Knowledge of double entry system accounting on computers shall be a preferred qualification.	Rs. 12000/-+ 200/- (medical allowances) (Consolidated)
12	Office Assistant (Only for HQ, Delhi.)	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience). In case of retired officers age should not be more than 62 years on the last date of receipt of application	(i) Bachelors Degree of a recognized university or equivalent. (ii) Experience of working in the Administration, Establishment and Account matters and Govt. of India Rules and Regulations. Desirable: • Working knowledge of computer and typing.	Rs. 12000/-+ 200/- (medical allowances) (Consolidated)

	Care Taker For 1. Nagpur, ✓ 2. Kolkata, ✓ 3. Chennai, ✓ 4. Bangalore, ✓ 5. Mumbai. ✓	Not exceeding 30 years (35 years in the case of spouse) relax able up to 10 years for ex-serviceman, on the last date of receipt of application	10 th pass or equivalent from a recognized Board/University Desirable: 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.
14	Nursery Teacher For 1. Dehradun, ✓ 2. Chennai, ✓ 3. Mumbai. ✓	Not exceeding 30 years (45 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	Senior Secondary (10+2) with 50 % marks. (i) JBT or Nursery Teacher Training Course after passing Senior Secondary from a recognized Institute. (ii) Competence to teach through Hindi and English medium. Desirable : Knowledge of Computer Operations.	Rs. 6600/-+ 200/- (medical allowances) (Consolidated)
15	Nursery Attendant For 1. Delhi ✓ 2. Chennai, ✓ 3. Mumbai. ✓	Not exceeding 30 years (45 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	8 th passed. Preference will be given to candidates having past experience in similar work.	Rs. 3840/-+ 200/- (medical allowances) (Consolidated)

The candidates willing to apply for the above post may submit duly filled in application in the Proforma attached with this notice along with self attested copies of following documents:-

- (i) 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.
- (vi) Copy of PPO in case of Retd. Central Govt. Employees or Ex-serviceman.

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 and eligible candidate may send their application duly filled in prescribed proforma available on DoPT website www.dopt.gov.in. The duly filled applications along with required documents 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 publication of vacancy notice in Newspaper. 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) US (Welfare) DOPT for uploading on DoPT website.
- (ii) Centre-in-charge GKK Mumbai, Chennai, Dehradun, Nagpur, Kolkata Bangalore, Ghaziabad & Faridabad.
- (iii) All AWOs at Delhi with the request that wide publicity may be given among the Central Government Employees in their areas.
- (iv) All Care Takers of GKK Samaj Sadans to display on notice board of the Sadan.
- (v) Notice Board of GKK LRC.

GRIH KALYAN KENDRA

Application for the post of Security Officer, PA, D.E.O. Cashier, O.A. Peon, Booking Clerk, Nursery Teacher, Nursery Attendant, Caretaker, Z.A. Craft Teacher, Crèche Attendant in 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 date of birth, qualifications and experience be attached.

(4) Incomplete forms will not be considered.

(5) Please fill up separate form for each post.

GRIH KALYAN KENDRA
Application for the post of Estate Manager-cum-Security Officer 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.
- (5) Please fill up separate form for each post.