

F.No. 8/24/2018-GKK/201
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.

04
Dated: /10/2021

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 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 workers for the following posts in Grih Kalyan Kendra at New Delhi 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	Qualification	Honorarium (per month)
1.	Zonal Assistant	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/- (Consolidated)

2.	Office Assistant	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/- (Consolidated)
3.	Personal Assistant	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. Desirable: i) Should have good knowledge of shorthand. ii) Should have good knowledge of computer operations and good typing speed.	Rs. 12000/- (Consolidated)
4	Account Assistant	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) Bachelor Degree of a recognized university or equivalent. (ii) 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 or equivalent. Possess three years experience of cash, accounts and Budget work. Desirable:- Good knowledge of working on computers.	Rs. 12000/- (Consolidated)
5.	Peon	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).	10 th pass or equivalent from a recognized Board/University Desirable: Preference will be given to candidates possessing higher qualifications/experience	Rs. 5640/- (Consolidated)

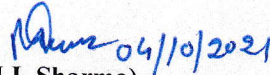
6.	Staff Driver	Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	10 th pass or equivalent from a recognized Board/University. Possessing valid driving license for motor Car. Desirable Knowledge of motor mechanism (candidate should be able to remove minor defects in vehicle) Experience of driving a motor car for at least three years.	Rs. 9360/- (Consolidated)
7.	Data Entry Operator	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/- (Consolidated)
8	Care Taker	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. 6840/- (Consolidated)

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.
- (i) Latest Salary Slip, if dependent of a Central Government employee.
- (ii) Photocopies of Certificates regarding Date of Birth, qualifications and experience.
- (iii) 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 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) All AWOs and RWAs with the request that wide publicity may be given among the Central Government Employees in their areas.
- (ii) SO (Welfare) DOPT for uploading on DoPT website.
- (iii) All Care Takers of GKK Samaj Sadans to display on notice board of the Sadan.
- (iv) Notice Board of GKK LRC.

GRIH KALYAN KENDRA

Application for the post of Zonal Assistant, P.A, Office Assistant, Personal Assistant, Accounts Assistant, D.E.O, Caretaker, Peon and Driver 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)

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- 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.