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F.No. 8/24/2018-GKK | 1266
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: /02/2019

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, who are in genuine financial and psychological need of temporary rehabilitation, by giving them training and experience 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.	Estate Manager cum Security Officer.	Not exceeding 40 years on the last date of receipt of applications (relax able up to 5 years in the case of candidates possessing higher qualifications/experience). Upper age limit for ex-serviceman shall be up to 50 years.	Graduate from recognized university or equivalent. Essential: (i) Should have good physique and health. (ii) Should be adept in public dealing and having supervisory/administrative capabilities. (iii) Should have at least 3 years experience of security related job in some reputed organization. (iv) Should have experience of upkeep and maintenance of office buildings including sanitary installations and Air-conditioning equipment and electrical installation.	Rs. 13440/ (Consolidated)

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			<p>Desirable:</p> <p>(i) Knowledge of working on computers.</p> <p>(ii) Possessing valid driving license for car/motor cycle.</p> <p>Ex-Serviceman: Armed forces personnel who have retired from the post of Asstt. Commandant/Subedar or equivalent and possessing the educational qualifications as mentioned above.</p>	
2.	Store-in-Charge	Not exceeding 45 years on the last date of receipt of applications (relax able up to 5 years) in the case of candidates possessing higher qualification / experience.	<p>(i) Graduate from recognized university or equivalent.</p> <p>(ii) The candidate should have experience of handling stores and keeping Accounts in a Store in Govt. offices or in a concern in Public or Private sector.</p> <p>Desirable: Knowledge of working on computers. Knowledge of double entry system of accounting on computers shall be a preferred qualification.</p>	Rs. 12000/- (Consolidated)
3.	Cashier	Not exceeding 35 years on the last date of receipt of applications (relaxable up to 5 years in the case of candidates possessing higher qualifications/ 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.	<p>Graduate from recognized university or equivalent.</p> <p>Desirable:</p> <p>(i) Preference shall be given to candidates possessing degree with commerce as one of the subjects.</p> <p>(ii) Knowledge of double entry system of accounting on computers.</p> <p>(iii) Experience handling Cash in an Organization.</p>	Rs. 12000/- (Consolidated)
4.	Day Care Attendant (Creche)	Not exceeding 45 years on the last date of receipt of applications (relax able up to 5 years) in the case of candidates possessing higher qualification / experience.	<p>8th passed.</p> <p>Preference will be given to candidates having past experience in similar work.</p>	Rs. 4800/- (Consolidated)

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5.	Nursery Attendant	Not exceeding 45 years on the last date of receipt of applications (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/- (Consolidated)
6.	Peon	Not exceeding 35 years on the last date of receipt of applications (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/- (Consolidated)
7.	Staff Car Driver	Not exceeding 35 years on the last date of receipt of applications.	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)
8.	Data Entry Operator	Not exceeding 35 years on the last date of receipt of applications (relaxable up to 5 years in the case of candidates possessing higher qualifications/ experience).	(i) Bachelors 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 Operator. (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)

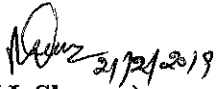
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Documents required to be submitted for the above mentioned posts:-

- (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 and eligible candidate may send their application duly filled in prescribed proforma available on DoPT website www.dopt.gov.in through email on gkklrc@gmail.com. The hard copy (paper version) of applications along with required documents may also 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 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.

GRIH KALYAN KENDRA

Application for the post of Store-in-Charge, Cashier, Data Entry Operator, Day Care Attendant, Nursery Attendant, Peon and Staff Car 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)

- 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: _____

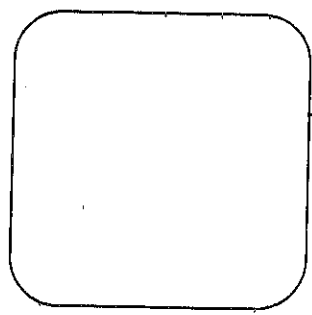
3. _____

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.