

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

Dated: 28.07.2017

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

The Grih Kalyan Kendra (GKK) is a registered Society under the Societies Registration Act, 1860, 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 are not entitled to any service benefits. It is expected only to be a stepping stone and training ground for more 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 from the dependants of Central Government employees / retired Govt. employees having the requisite qualifications etc as given below:-

S.No	Post	Age	Qualification	Honorarium (per month)
1.	Day Care Teacher (Creche)	Below 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.	<ul style="list-style-type: none"> <li>• Senior Secondary (10+2) from a recognized Board / University.</li> <li>• Desirable :-                             <ul style="list-style-type: none"> <li>(i) Passed Diploma in Child Care &amp; Development from a recognized Institution.</li> <li>(ii) Work experience of one year in some other recognized organization / Institution.</li> </ul> </li> </ul>	Rs. 7200/- (Consolidated)
2.	Day Care Attendant (Creche)	Below 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.	<ul style="list-style-type: none"> <li>• 8<sup>th</sup> passed preference will be given to candidates having past experience in similar work.</li> </ul>	Rs. 4800/- (Consolidated)

3.	Driver	Below 35 years on the last date of receipt of applications.	* 10 <sup>th</sup> pass from a recognized Board. * Possessing valid Driving License for motor Car. <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles)</li> <li>• Experience of driving a motor car for at least three years.</li> </ul>	Rs. 9360/- (Consolidated)
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**Documents required to be submitted for the above mentioned posts:-**

- (vi) Attested copy of CGHS Card or; any other valid proof of dependency, if CGHS Card is not available.
- (vii) Latest Salary Slip, if dependent of a Central Government employee.
- (viii) Photocopies of Certificates regarding qualifications and experience
- (ix) Residence proof.
- (x) Age 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 kindly be given amongst the Central Govt. employees working in the Ministry / Department including attached and subordinate offices, who may apply as per the enclosed format for the post for which they are eligible. The completed applications along with 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 this Circular. Applications completed in all respects, shall only be considered. Applications received after the due date will not be considered.

  
(M.L. Sharma)  
Administrative Officer

**Copy to:-**

- (i) All Ministries / Departments of the Government of India.
- (ii) UPSC, Election Commission of India and Controller and Auditor General of India and SSC.
- (iii) All AWOs and RWAs with the request that wide publicity may be given among the Central Government Employees in their areas.
- (iv) SO (Welfare) DOPT for uploading on DOPT Website.



**GRIH KALYAN KENDRA**  
**Application for the post of Day Care Teacher (Creche),**  
**Day Care Attendant (Creche) and Driver 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.