

**IMMEDIATE**

No. 12013/1/2014-Welfare  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi.

Dated the 19<sup>th</sup> August, 2020.

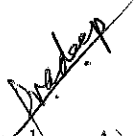
**OFFICE MEMORANDUM**

Subject: Filling up of the post of Secretary in Grih Kalyan Kendra.

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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 proposes to fill up the vacancy in the post of Secretary in the pay scale of Rs.15600-39100 with Grade Pay of Rs.7600/- on deputation/contract basis from amongst the serving or retired Central Government officials. The terms and conditions and eligibility requirements of the post are given in the **Annexure**.

2. Applications, in the enclosed format, from officials fulfilling eligibility criteria, duly completed in all respects (through proper channel in case of serving officers), alongwith a copy of recent passport size photograph, vigilance clearance, complete and up-to-date CR dossier or photocopies of APARs for the last 5 years, duly self attested, and statement giving details of major/minor penalties imposed on the officer, if any, may be addressed to the Under Secretary (Welfare), Department of Personnel and Training, Room No.361, Lok Nayak Bhawan, Khan Market, New Delhi-110003 so as to reach him on or before **30<sup>th</sup> September, 2020**. Candidates are requested to superscribe the words "Application for the post of Secretary, GKK" on the envelopes. Applications received after the last date or without self attested photocopies of the APARs/CRs or otherwise found incomplete will not be considered.
3. Hindi version will follow.

  
(Pradeep. A)

Under Secretary (Welfare)

To

All Ministries/Departments of the Government of India

ANNEXURE

**TERMS AND CONDITIONS FOR THE POST OF SECRETARY  
GRIH KALYAN KENDRA**

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|   |   |
|---|---|
| <b>Name of the Post</b>                     | : Secretary, Grih Kalyan Kendra<br>(The post is exempted from the Rule of Immediate Absorption)   |
| <b>No. of Post</b>                          | : One   |
| <b>Scale of Pay</b>                         | : Rs. 15600-39100 + Rs. 7600 Grade Pay.   |
| <b>Age Limits</b>                           | : (a) Officers under Central Government not exceeding 56 years on the closing date of receipt of applications for appointment on deputation.<br><br>(b) Not exceeding 62 years for retired Central Government officers as on closing date of receipt of applications for appointment on Contract basis.   |
| <b>Educational and Other Qualifications</b> | : (a) Essential<br>(i) Degree of a recognized University or equivalent.<br>(ii) Fluency in English and Hindi.<br><br>(b) Desirable<br>(i) Degree of Law or Diploma in Personnel Management.   |
| <b>Method of Recruitment</b>                | : Deputation (on foreign service) /Contract basis.<br><b>(A) Deputation (on foreign service).</b><br>Officers under the Central Government.<br>(i) Holding the post of Deputy Secretary or equivalent on regular basis; or<br>(ii) Holding the post of Under Secretary or equivalent with 5 years regular service in the Grade.<br>And having experience of;<br>(i) Functioning of Autonomous Organizations.<br>(ii) Experience in the area of General Administration, HRD functioning, Establishment and Accounting Functions, adequate knowledge of Government Rules and Regulations.<br><b>(B) Contract.</b><br>In case of retired officers, they should have retired as Deputy Secretary or equivalent or retired as Under Secretary or equivalent with 5 years of the regular service in the Grade from the Central Government Office and possessing qualifications and experience as mentioned above.<br><br>Desirable: Working knowledge of Computers. |

(P.T.O.)

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|-------------------------------|--|
| <b>Salary and Perquisites</b> | : (a) (i) Serving officers shall be covered by the Orders relating to appointment on deputation issued by the Department of Personnel and Training in their O.M No. 6/8/2009 – Estt.(Pay-II) dated 17.6.2010.<br><br>(ii) Leave Salary and Pension Contribution will be paid by Grih Kalyan Kendra.<br><br>(b) <b>In case of retired officer:</b><br><br>(i) Remuneration would be on the basis of last pay drawn by him on the date of retirement less the amount of entitled pension.<br><br>(ii) An yearly rise in remuneration could be considered by the Board.<br><br>(iii) Shall not be provided any residential accommodation but HRA would be given on his last pay drawn at the rates admissible for Central Government servants.<br><br>(iv) Will be provided with Non-STD residential telephone facility/ reimbursement of telephone bills up to the limit as prescribed for Government servants at the level. |
| <b>Term of Engagement</b>     | : (a) In case of serving officers, the period of Deputation shall not exceed four years.<br><br>(b) In case of retired officers, appointment shall be on contract basis initially for a period of 2 years, which could be extended from year to year basis up to maximum of 5 years or till the age of 65 years whichever is earlier.  |

Note: The GKK Board shall have the power to relax any of the condition(s) mentioned above in a particular case. Further, the GKK Board shall have the power to decide about any allowances other than those mentioned above, from time to time.

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**APPLICATION FORM FOR THE POST OF SECRETARY, GKK**

1. Name of the post applied for: **Secretary, Grih Kalyan Kendra (GKK)**
2. Name of address (in block letters):
3. Mobile Tel Nos. and e-mail address:
4. Date of Birth:
5. Present Post held:
6. If retired, date of retirement:
7. Pay drawn at the time of retirement:
8. If retired, whether receiving pension, if so mention the amount of pension:
9. Whether educational and other qualifications required for the post are satisfied:

| <b>Qualifications/ Experience required</b> | <b>Qualifications/ Experience possessed by the Officer</b> |
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10. Details of employment in chronological order. Enclose a separate sheet duly self authenticated, if the space below is insufficient:

| Office/Inst./<br>Organization | Post held | From | To | Scale of Pay | Nature of Duties |
|-------------------------------|-----------|------|----|--------------|------------------|
|                               |           |      |    |              |                  |

**DECLARATION**

I do hereby declare that the particulars furnished above me are correct to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time, I am found to have concealed/ distorted any material information my contract shall be liable to be summarily terminated without notice/compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

Place:

Dated:

Signature of the applicant