

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: 24/07/2019

Subject: - Engagement of workers in Grih Kalyan Kendra New Delhi/NCR 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 in Grih Kalyan Kendra at New Delhi/NCR from the dependents of Central Government employees (serving/retired/deceased) having the requisite qualifications etc as given below:-

| S.No. | Post | Age | Qualification | Honorarium (per month) |
|-------|-----------------|--|--|-------------------------------|
| 1. | Store-in-Charge | 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) Graduate from recognized university or equivalent. (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. Desirable: Knowledge of working on computers. Knowledge of double entry system of accounting on computers shall be a preferred qualification. | Rs. 12000/- (Consolidated) |

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| 2. | 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). | Bachelor Degree of a recognized university or equivalent. Desirable: i) Should have good command over written and spoken English language and good communication skill. ii) Should have speed in stenography in English at 120 w.p.m typing speed in English of 40 w.p.m. iii) Should have good knowledge of computer operations. | Rs. 12000/- (Consolidated) |
| 3. | Nursery Teacher (For Faridabad) | 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 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/- (Consolidated) |
| 4. | Day Care Teacher (Creche) | 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) from a recognized Board / University. Desirable : (i) Passed Diploma in Child Care & Development from a recognised Institution (ii) Work experience of one year in some other recognised organization / Institution. | Rs. 7200/- (Consolidated) |
| 5. | Day Care Attendant (Creche) (including Faridabad) | 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. 4800/- (Consolidated) |
| 6. | 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) |

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| 7. | Peon | 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/- (Consolidated) |
| 8. | Driver | Not exceeding 30 years (35 years in case of spouse) on the last date of receipt of application. | 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) |
| 9. | Nursery Attendant | 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/- (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.
- (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.

18
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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 candidates may send their application duly filled in prescribed proforma available on DoPT website www.dopt.gov.in through email on gkkirc@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
24/7/18
(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.

M.L. Sharma
24/7/18
(M.L.Sharma)

Administrative Officer