

No. 12013/1/2013-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Welfare Division)

3rd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi, Dated **03.05.2016**

OFFICE MEMORANDUM

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

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 Administrative Officer in the pay scale of Rs.9300-34800 with Grade Pay of Rs.5400/- 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, are enclosed.

2. Application on plain paper, of the officials fulfilling eligibility criteria, duly completed in all respects (through proper channel in case of serving officers) alongwith a copy of the recent passport size photograph, vigilance clearance, complete and up-to-date CR dossier or photocopies of ACRs for the last 5 years duly attested on each page by Gazetted Officer, statement giving details of major/minor penalties imposed on the officer, if any, may be addressed to Shri N. Sriraman, Director and Chief Welfare Officer, Department of Personnel and Training, Room No.385, Lok Nayak Bhawan, New Delhi-110003 so as to reach him on or before **20.06.2016**. Applications received after the last date or without the CRs or attested photocopies of the CRs or otherwise found incomplete will not be considered.


(Chirabrata Sarkar)

Under Secretary to the Government of India

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To

All Ministries/Departments of the Government of India

GRIH KALYAN KENDRA

Grih Kalyan Kendra, Samaj Sadan, Lodhi Road Complex, New Delhi-110003 (an autonomous registered Society) under the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) invites applications for the post of Administrative Officer, Grih Kalyan Kendra.

Name of the Post	:	Administrative Officer, Grih Kalyan Kendra
No. of Post	:	One
Scale of Pay	:	Rs. 9300-34800 + 5400 Grade Pay
Age Limit	:	(a) Not exceeding 56 years for serving Central Government Officers on the closing date of receipt of applications for appointment on deputation. (b) Not exceeding 62 years for retired Central Government Officials on the closing date of receipt of applications for appointment on contract.
Education and other Qualifications	:	<p>Essential:</p> <p>i) Degree of a recognized university or equivalent.</p> <p>ii) Experience in the area of Administration, Establishment, Accounts matters in a supervisory capacity in a Govt. office or a public body of a repute and having good knowledge of Financial Rules and Rules and Regulations of Govt. of India.</p> <p>Desirable:</p> <p>i) Knowledge of working on computer.</p> <p>Deputation (on foreign service)/Contract</p>
Method of Recruitment	:	<p>(A) DEPUTATION (ON FOREIGN SERVICE)</p> <p>(a) Officers working under the Central Government;</p> <p>(i) Holding the post of Section Officer on regular basis;</p> <p style="text-align: center;">OR</p> <p>Holding the post of Assistant with eight years of regular service in the Grade.</p> <p>(ii) And having the experience in the area of Administration/Establishment/Accounts matters, adequate knowledge of Govt. Rules and Regulations.</p> <p>(B) CONTRACT</p> <p>In the case of retired officers, they should have retired as Section Officer or as Assistant with 8 years of regular service in the grade from a Central Government and posses qualifications and experience as mentioned above.</p>
Salary and Perquisites	:	<p>(a) (i) The serving officers shall be governed by the orders relating to appointment on deputation issued by the Department of Personnel and Training in their O.M. No. 2/29/91-Estt. (Pay-II) dated 5.1.1994 as amended from time to time.</p> <p>ii) Leave salary and pension contribution will be paid by the Grih Kalyan Kendra.</p> <p>(b) In the case of retired Central Government officers,</p> <p>(i) The remunerations would be on the basis of last pay drawn by him on the date of retirement less amount of entitled pension.</p> <p>(ii) Any yearly rise in remuneration could be considered by the Board.</p> <p>(iii) Will be provided Non-STD residential telephone facility/reimbursement of telephone bills upto the limit as prescribed for Government servants at the level.</p>

<p>Terms of engagement:</p>	<p>(a) In case of serving officers, the period of Deputation shall not exceed three years.</p> <p>(b) In the case of retired officers, appointment shall be on contract basis initially for a period of two years which could be extended on year to year basis upto maximum of 5 years or 65 years of age whichever is earlier.</p> <p>Where the GKK Board is of the opinion that it is expedient to do so, it may for the reasons to be recorded in writing, relax any of the provisions of these Rules.</p>
<p>Power to relax :</p>	

Applications duly completed in all respect (through proper channel in the case of serving officers) along with a copy of the recent passport size photograph, vigilance clearance, complete and up-to-date C.R. Dossier of photocopies of ACRs for the last 5 years duly attested on each page by a Gazetted Officer, statement giving details of major/minor penalties imposed on the officer, if any, may be addressed to Shri N. Sriraman, Director and Chief Welfare Officer, Department of Personnel & Training, Room No. 385, Lok Nayak Bhawan, New Delhi-110 003 on or before **20.06.2016**. Applications received after the last date or without the ACRs or attested photocopies of the ACRs or otherwise found incomplete will not be considered.

Sd/-
Under Secretary (Welfare)
Department of Personnel & Training