

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


Dated: 16/03/2018

**Subject: - Engagement of workers in Grih Kalyan Kendra New Delhi 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 from the dependents of Central Government employees / retired Govt. employees having the requisite qualifications etc as given below:-

S.No	Post	Age	Qualification	Honorarium (per month)
1.	Personal Assistant	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)	Graduate from recognized university or equivalent. <b>Desirable:</b> (i) Should have good command over written and spoken English language and good communication skill. (ii) Should have knowledge of Shorthand and good Typing speed in English. And (iii) Should have good knowledge of computer operations .	Rs. 12000/- (Consolidated)

  
13/3/2018



2.	<b>Zonal Assistant</b>	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 officers age should not be more than 62 years on the last date of receipt of application.	(i) Bachelors Degree of a recognized university or equivalent.  (ii) Knowledge of Administration, Establishment and Account matters and Govt. of India Rules and Regulations.  <b>Desirable:</b> • Working knowledge of computer operation and accountancy.	<b>Rs. 12000/- (Consolidated)</b>
3.	<b>Gym Instructor</b>	Not exceeding 30 years on the last date of receipt of applications (relaxable up to 5 years in the case of candidates possessing higher qualifications/ experience)	Bachelors Degree of a recognized university.  <b>Desirable:</b> Should have experience of 3 years in a recognized Club / Institute / Organisation.	<b>Rs. 9360/- (Consolidated)</b>
4.	<b>Day Care Attendant (Creche)</b>	Not exceeding 45 years on the last date of receipt of applications (relaxable up to 5 years) in the case of candidates possessing higher qualification / experience.	8 <sup>th</sup> passed preference will be given to candidates having past experience in similar work.	<b>Rs. 4800/- (Consolidated)</b>
5.	<b>Nursery Attendant</b>	Not exceeding 45 years on the last date of receipt of applications (relaxable up to 5 years) in the case of candidates possessing higher qualification / experience.	8 <sup>th</sup> passed preference will be given to candidates having past experience in similar work.	<b>Rs. 3200/- (Consolidated)</b>
6.	<b>Day Care Teacher (Creche)</b>	Not exceeding 45 years on the last date of receipt of applications (relaxable up to 5 years) in the case of candidates possessing higher qualification / experience.	Senior Secondary (10+2) from a recognized Board / University. <b>Desirable :</b> (i) Passed Diploma in Child Care & Development from a recognised Institution  (ii) Work experience of one year in some other recognised organization / Institution.	<b>Rs. 7200/- (Consolidated)</b>

13/3/2018



7.	<b>Booking Clerk</b>	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)	Senior Secondary (10+2) from a recognized Board / University.  <b>Desirable :</b> (i) Should have command over spoken and written English (ii) Should have good communication skill and pleasing personality. (iii) Working knowledge of computer operations .	<b>Rs. 9360/- (Consolidated)</b>
8.	<b>Cashier</b>	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 officers age should not be more than 62 years on the last date of receipt of application.	Graduate from recognized university or equivalent. <b>Desirable:</b> (i) Preference shall be given to candidates possessing higher educational qualifications / experience. (ii) Knowledge of double entry system of accounting on computers. (iii) Experience handling Cash in an Organization.	<b>Rs. 12000/- (Consolidated)</b>

**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.

*[Signature]*  
13/3/2018



6. It is requested that wide publicity may kindly be given to this circular 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 documents 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 and without supporting documents will not be considered.

  
13/3/2018  
(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 Personal Assistant, Zonal Assistant, Cashier, Gym Instructor, Day Care Teacher, Day Care Attendant, Nursery Attendant and Booking Clerk 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.