

F.No.8/8/2013-GKK
GRIH KALYAN KENDRA
A registered Society under the aegis of
Ministry of Personnel, Public Grievances and Pensions,
Government of India, Samaj Sadan, Lodhi Road Complex, New Delhi-110003

Dated: 02.07.2014

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 and 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, especially covering the woman and children, belonging to lower income groups, who are in genuine financial and psychological need of temporary rehabilitation, by giving them training and experience during their leisure time in certain Craft, Creche, Nursery class activities run by the Kendra which would enable them to supplement their domestic income and help them 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 Central Government employees or amongst their dependants having the age, qualifications etc given below:-

Sl. No.	Post	Age	Qualifications	Honorarium Per Month
1	Zonal 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 a recognized University. Desirable: (i) Should have good knowledge of computer operations and accountancy.	Rs.10,000/- (Consolidated)
2	Day care Attendant (Creche)	Below 45 years on the last date of receipt of applications (relaxable up to 5 years in the case of candidates possessing higher qualifications/ Experience).	* 8 th passed. Preference will be given to candidates having past experience in similar work.	Rs.4000/- (Consolidated)
3	Nursery Attendant	Below 45 years on the last date of receipt of applications (relaxable up to 5 years in the case of candidates possessing higher qualifications/Experience).	* 8 th passed. Preference will be given to candidates having past experience in similar work.	Rs.3200/- (Consolidated)

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Contd. ... 2/-

Sl. No.	Post	Age	Qualifications	Honorarium Per Month
4	Caretakers	Not exceeding 35 years on the last date of receipt of applications (relaxable up to 10 years for ex servicemen)	*10 th pass or equivalent from a recognized Board. Desirable: •Preference will be given to candidates having higher qualifications and past experience in similar work.	Rs.5700/- (Consolidated)
5	Peon	Below 35 years (relaxable for 10 years) for Ex. Serviceman on the last date of receipt of applications.	*10 th pass from a recognized Board.	Rs.4000/- (Consolidated)
6	Office Assistant	Not exceeding 35 years (relaxable for five years in case of candidates possessing Higher Qualification / Experienced). In case of Retired Central Governement officials, age should not be more than 62 years on the last date of applications.	(i) Bachelors Degree from recognized University. Desirable :- (i) Experience of working in Administration / Establishment and Accounts matter including Government of India rules and regulations. (ii) Working knowledge of computer and typing.	Rs. 10,000/- (Consolidated)
7	Store Incharge	Not exceeding 45 years on the closing date of receipt of applications (relaxable for 5 years in the case of candidates possessing higher education qualification / experience).	(i) Degree of 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 public or private sector. (iii) Desirable: Knowledge of working on computers. Knowledge of double entry system of accounting on computers shall be a preferred qualification.	Rs. 10,000/- (Consolidated)

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Contd... 3/-

Sl. No.	Post	Age	Qualifications	Honorarium Per Month
8	Cashier	Not exceeding 35 years (relaxable for 5 years in case of candidates possessing higher educational / experience and upto 62 years for retired Central Government employees as on the closing date of receipt of application).	Holding Bachelors Degree of a recognized University or equivalent. (i) Desirable: Preference shall be given to candidates possessing degree with Commerce as one the subjects. (ii) Knowledge of double entry system of accounting of computers. (iii) Experience handling cash in an organization.	Rs. 10,000/- (Consolidated)
9	Gym Instructor	Below 30 years on the last date of receipt of applications (relaxable up to 5 years) in the case of candidates possessing higher qualification / experience.	Graduate from a recognized university or equivalent. Desirable : Should have experience of 3 years in a recognized club / insitute / Organization.	Rs. 7800/- (Consolidated)

Documents required for above mentioned posts:-

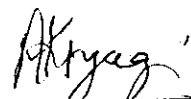
- 1 Please enclose attested copy of CGHS Card or; any other valid proof of dependency if CGHS Card is not available.
- 2 Latest Salary Slip if dependents of Central Government employees.
- 3 Photocopies of Certificates regarding qualifications and experience be attached.
- 4 Residence proof.
- 5 Birth Proof.

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Contd. . . . 4/-

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 of the post. The persons so engaged shall be paid a fixed honorarium as mentioned above or as decided by the GKK Board from time to time.

6. It is requested that 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 enclosed format for the post for which they are eligible. The completed application along with required enclosures may be forwarded to Secretary, Grih Kalyan Kendra, Samaj Sadan, Lodhi Road Complex, New Delhi-110003 latest by 14th August. Applications complete in all respects, shall only be considered. Applications received after the due date will not be considered.

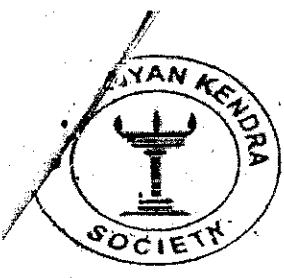


(A.K. Tyagi)

Administrative Officer

Copy to:-

- (i) All Ministries / Department of the Government of India.**
- (ii) UPSC, Election Commission of India, Controller and Auditor General of India.**
- (iii) All AWO and RWA with the request that wide publicity may be given among the Central Government Employees in their areas and may forward the applications of eligible persons to Secretary, Grih Kalyan Kendra, Samaj Sadan, Lodhi Road Complex, New Delhi.**



गृह कल्याण केन्द्र GRIH KALYAN KENDRA

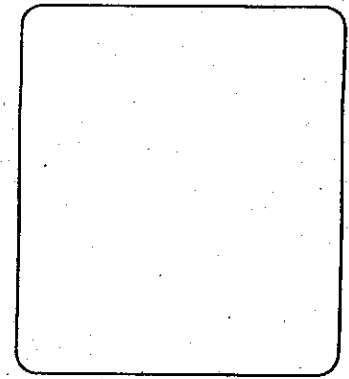
Application for the post of Day Care Attendant,
Nursery Attendant, Office Assistant, Zonal Assistant,
Store Incharge, Cashier, Gym Instructor, Peon & Caretaker .

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)
9. Whether earlier worked with GKK or some other family members is working in GKK.
If so, details thereof: _____
10. A. Whether dependents of Central Government Employee: _____
B. If Yes, furnish following details as on date: _____
 - [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 competent authority.
[3]. Photocopies of Certificates regarding qualifications and experience be attached.
[4]. **Incomplete & without documents forms will not be considered.**