

F.No.8/63/2010-GKK
Grih Kalyan Kendra Board

(A society registered under the Societies Registration Act, 1860 and functioning under the aegis of Ministry of Personnel, Public Grievances and Pensions, Government of India)
Samaj Sadan, Lodhi Road Complex, New Delhi-110003.

Dated: 06th February 2013

Subject: - Engagement of Estate Manager cum Security Officer in Grih Kalyan Kendra

The Grih Kalyan Kendra (GKK) is a society under the Societies Registration Act, 1860 and functions under the aegis of Ministry of Personnel, Public Grievances and Pensions. GKK runs various welfare activities namely Nursery Schools, Craft Centres, Creches, Gym/fitness Centres, coaching classes in Yoga, Music & Dance, Tennis, Aerobics etc in its Samaj Sadans. In order to administer its activities, GKK employs personnel on various posts.

2. The post of **Estate Manager Cum Security Officer** has fallen vacant. The **duties and responsibilities**, in brief, attached to the post include: security and day-to-day maintenance of approx 30 Samaj Sadans and 12 welfare centres located in Delhi/New Delhi; supervision of work of caretakers, safai karamcharis etc; fire fighting arrangement in Samaj Sadans and surprise inspection of Samaj Sadans.

3. **Requisite Qualifications**. The qualifications for selection to the post are as follows:-

Essential:-

- Degree of a recognized University or equivalent,
- Good physique and health.
- He should be adept in Public dealing and having supervisory / administrative capabilities.
- He should have at least 3 years experience of security related job in some reputed organization.
- The Candidate should have experience of upkeep and maintenance of office buildings including sanitary installations and air-conditioning equipment and electrical installations.

Desirable:-

- Knowledge of working on computer.
- Possessing valid driving licence (LMV).

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4. **Age limit**

The applicant should not exceed 40 years of age on the closing date of receipt of application for appointment on contract basis. In case of retired central government employees including ex-serviceman the age should be below 62 years on the last date of receipt of application.

5. The applicant should either be a serving/retired Government servant or he should be a dependant of a serving/retired Central Government employee.

6. **Remuneration and perquisites:**

(a) A monthly honorarium of Rs 9,300/- (likely to be increased by about 20% very shortly).

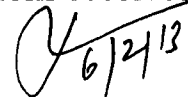
(b) Reimbursement of telephone bills upto Rs.500/-per month.

(c) A rent free accommodation in New Delhi.

7. The appointment shall initially be for one year which may be extended on year to year basis upto a maximum period of five years or attaining 65 years of age, whichever is earlier.

8. It is requested that wide publicity may kindly be given amongst the Central Govt. employees either retiring in near future or working in various Ministries/ Departments including attached and subordinate offices who may apply as per enclosed format. DG Resettlement, Ministry of Defence may kindly disseminate this information to all concerned retired/retiring Defence personnel and to Kendriya Sainik Board. Similar action is solicited from Director Generals of Central Police Forces.

9. The completed applications along with the requisite documents may be forwarded to Secretary, Grih Kalyan Kendra, Samaj Sadan, Lodhi Road Complex, New Delhi-110003 by 15th March 2013. The applications received after the due date shall summarily be rejected.



(Ishwar Singh)
Secretary, GKK
011-24616218

Copy to:-

(i) All Ministries/ Departments of the Government of India.

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- (ii) UPSC, Election Commission of India, Comptroller and Audit General of India.
- (iii) All AWO's and RWA's 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-110003.
- (iv) DG Resettlement, Ministry of Defence, West Block 4, R K Puram, New Delhi-110066.
- (v) DG BSF, Block No.10, CGO Complex, New Delhi-110003.
- (vi) DG CISF, Block No.13, CGO Complex, New Delhi-110003.
- (vii) DG CRPF, Block No.1, GGO Complex, New Delhi-110003.
- (viii) DG ITBP, Block No.2, CGO Complex, New Delhi-110003.
- (ix) DG SSB, (HQ), East Block-5, R.K. Puram, New Delhi-110066.



GRIH KALYAN KENDRA

Application for a Temporary Engagement of Security Officer

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.**