

F. No. 08/02/2023-GKK
Grih Kalyan Kendra (HQ) , Lodhi Road Complex
New Delhi -110003
Under the aegis of Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Dated: 25.11.2025

Office Memorandum

Subject: - Engagement of workers in Grih Kalyan Kendra, New Delhi for gaining work experience.

The Grih Kalyan Kendra (GKK), a registered Society under the Societies Registration Act, 1860, is 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 dependents.

2. The main objective of the Kendra is to help the needy Central Government employees belonging to lower income groups, by giving training and experience of their dependent family member 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 not entitled to any service benefits. It is expected only to be a stepping stone and training ground for needy dependents 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 (serving or retired)** having the requisite qualifications etc as given below:-

S.No.	Name of the Post.	Age	Qualification	Honorarium (per month)
1.	Security Officer cum Estate Manager (only for HQ Delhi)	Not exceeding 40 years (Relax able upto 5 years in the case of candidate possessing higher qualification / Experience). In case of Retired officers age should not be more than 62 years on the last date of receipt of application.	Essential : (i) Degree of a Recognized university or equivalent. (ii) The candidate should have a good physique and health. (iii) He should be adept in public dealing and having supervisory/administrative capabilities. (iv) He should have at least 3 years experience of security related job in some reputed organization. (v) The candidate should have experience of upkeep and maintenance of office buildings including sanitary installations and Air-conditioning equipment and electrical installation.	Rs.25000/- p.m.

			Desirable: (i) Knowledge of working on computers. (ii) Possesing valid driving license for Car/motor cycle.	
2.	Accounts Assistant (only for HQ Delhi)	Not exceeding 35 years (Relax able upto 5 years in the case of candidate possessing higher qualification / Experience). In case of Retired officers age should not be more than 62 years on the last date of receipt of application.	Essential : Degree of a Recognized university or equivalent. A pass in the SAS Or equivalent conducted by any of the Organized Accounts Department of the Central Government. Or Successful Completion of training in Cash and Accounts Work in ISTM. Possess three year experience of cash, accounts and Budget work. Desirable: Working Knowledge of Computers.	Rs.18000/- p.m.
3.	Office Assistant	Not exceeding 35 years (Relax able upto 5 years in the case of candidate possessing higher qualification / Experience). In case of Retired officers age should not be more than 62 years on the last date of receipt of application.	Essential : (i) Degree of a Recognized university or equivalent. (ii) Experience of working in the Administration, Establishment and Account matters and Govt of India Rules and Regulations Desirable : Knowledge of Computer Operations.	Rs.18000/- p.m.

4.	Personal Assistant	Not exceeding 35 years (Relax able upto 5 years in the case of candidate possessing higher qualification / Experience).	Essential : (i) Degree of a Recognized university or equivalent. Desirable : (ii) Should have good command over written and good communication skill. (iii) Should have good typing speed in English of 40 w.p.m. and (iv) Knowledge of Computer Operations .	Rs.18000/- p.m.
5.	Zonal Assistant	Not exceeding 35 years (Relax able upto 5 years in the case of candidate possessing higher qualification / Experience).	Essential : (i) Degree of a Recognized university or equivalent. (ii) Knowledge of Administration, Establishment and Account matters and Govt of India Rules and Regulations. Desirable : (i) Working Knowledge of computer operation and accountancy. .	Rs.18000/- p.m.
6.	Data Entry Operator	Not exceeding 35 years (Relax able upto 5 years in the case of candidate possessing higher qualification / Experience).	Essential : Degree of a Recognized university or equivalent preferably with Mathematics, Statistics and Commerce /Economics as one of the subject Desirable : (i) Should have good command over written and good communication skill. (ii) Should have good typing speed in in Stenography in English of 40 w.p.m. and (iii) Knowledge of Computer Operations .	Rs.14000/- p.m.

7.	Caretaker	Not exceeding 35 years relax able up to 10 years for ex-servicemen on the last date of receipt of application.	Essential : 10 th pass or equivalent from a recognized Board / university. Desirable: Preference will be given to candidate possessing Higher qualifications /experience.	Rs. 12000/- p.m.
8.	Day Care Attendant for Creche	Not exceeding 45 years on the last date of receipt of application (relax able up to 5 years in the case of candidates possessing higher qualification experience).	Essential : 8 th passed. Preference will be given to candidates having past experience in similar work.	Rs8000/- p.m.
9.	Day Care Teachers for Creche	Not exceeding 45 years on the last date of receipt of application (relax able up to 05 years in the case of candidates possessing higher qualification experience).	Essential : 12 th passed. Preference will be given to candidates having past experience in similar work.	Rs. 12000/- p.m.
10.	Nursery Attendant	Not exceeding 45 years on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification/experience).	Essential : 8 th passed. Preference will be given to candidates having past experience in similar work.	Rs. 7000/- p.m.
11.	Nursery Teacher	Not exceeding 45 years 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.11000/- p.m.

12.	Craft Teacher	Not exceeding 45 years on the last date of receipt of application, (relax able up to 5 years in the case of candidates possessing higher qualification / experience).	Essential : (i) A diploma after Hr. Secondary in Tailoring, Sewing, Needle work and Embroidery from any Institution recognized by State Govt./Govt. of India Or A degree/diploma after Higher Secondary in Home Science from an Institute recognized by the State Govt./Govt. of India. (iii) Working Knowledge of Hindi and English. Desirable : (i) Working Knowledge of Computer Operations (ii) One year practical experience in a recognized workshop/Institution/factory.	Rs.10000/- p.m
13.	Peon	Not exceeding 35 years (Relax able upto 10 years for Ex-service men) on the date for receipt of application.	Essential : 10th pass or equivalent from a recognized Board / university. Desirable: Preference will be given to candidate possessing Higher qualifications /experience.	Rs.8500/- p.m.

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.

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 candidate may send their application duly filled in prescribed Performa available on DoPT website www.dopt.gov.in through email on gkklrc@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.

Sd/----
(Col Rajeev Verma)
Secretary, GKK

Copy to:-

- (i) **All Ministries / Departments of the Government of India.**
- (ii) **SO (Welfare) DOPT for uploading on DoPT website.**
- (iii) **Notice Board of GKK LRC.**

GRIH KALYAN KENDRA

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.

