

F.No. 08/02/2023-GKK / 1389

Grih Kalyan Kendra (HQ)

Under the aegis of

Ministry of Personnel, Public Grievances and Pensions,

Department of Personnel and Training

Samaj Sadan, Lodhi Road Complex, New Delhi-110003

Date: 14.09.2026

Office Memorandum

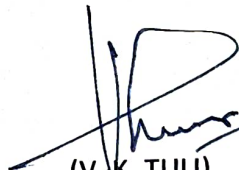
Subject: - Engagement of Staff in Grih Kalyan Kendra, Delhi to gain work experience.

Grih Kalyan Kendra is a society registered under the Societies Registration Act, 1860 and functioning under the aegis of Ministry of Personnel, Public Grievances and Pensions. One of the main objectives of Grih Kalyan Kendra is to help the Central Government Employees and their families specially belonging to lower income group, by giving an opportunity to their dependent family members to avail training and experience to acquire skill and experience to seek better avenues of employment elsewhere and to supplement their domestic income.

2. The GKK proposes to fill up the various vacancies as detailed in **ANNEXURE-I** on contract basis purely on payment of honorarium from amongst the dependents of serving or retired Central Government Servants.

3. Applications, in the enclosed format (**ANNEXURE-II**), from candidates fulfilling eligibility criteria given in **Annexure-I**, duly completed in all respects along-with a copy of recent passport size photograph may be addressed to the Grih Kalyan Kendra (HQ), Samaj Sadan, Lodi Road Complex, New Delhi-110003 so as to reach on or before 28.09.2026.

4. Candidates are requested to super scribe the words "Application for the post of---
-----, GKK" on the envelopes. Applications received after the last date or otherwise found incomplete will not be considered.


(V. K. TULI) 14/9/26

ADMINISTRATIVE OFFICER

To,

All Ministries/Department of the Government of India

Annexure-I

S.No	Name of the Post	Age	Qualification	Honorarium (per month)
1.	Office Assistant	Not exceeding 35 years (Relax able up to 5 years in the case of candidate possessing higher qualification / Experience).	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 (iii) Knowledge of Computer Operations.	Rs.18000/- p.m
2.	Accounts Assistant	Not exceeding 35 years (Relax able up to 5 years in the case of candidate possessing higher qualification / Experience).	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. (ii) Working Knowledge of Computers.	Rs.18000/- p.m.
3.	Zonal Assistant	Not exceeding 35 years (Relax able up to 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: (iii) Working Knowledge of computer operation and accountancy.	Rs.18000/-p.m.

	Craft Teacher	Not exceeding 45 years on the last date of receipt of application, (relaxable 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.
5.	Day Care Teacher for Creche	Not exceeding 45 years on the last date of receipt of application (relaxable up to 05 years in the case of candidates possessing higher qualification experience)	Essential: 12th passed. Preference will be given to candidates who have past experience in similar work.	Rs.12000/-p.m.
6.	Day Care Attendants for Creche	Not exceeding 45 years on the last date of receipt of application (relaxable up to 5 years in the case of candidates possessing higher qualification experience)	Essential: 8th passed. Preference will be given to candidates who have past experience in similar work.	Rs.8000/- p.m.
7.	Data Entry Operator	Not exceeding 35 years (relaxable up to 5 years in case of candidates possessing higher educational	i. Bachelor Degree of a recognized university or equivalent preferably with mathematics, Statistics and Commerce Economics as one of the Subject.	Rs.14000/- p.m.

		qualifications / experience)	ii. Should possess a speed of not less than 8000 key depressions per hour for Data Entry Work. Desirable: Knowledge of one or more programming languages and having experience in computer software systems.	
8.	Peon	Not exceeding 35 years (Relax able up to 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 candidates possessing Higher qualifications /experience.	Rs.8500/- p.m.
9.	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.
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: 8th passed. Preference will be given to candidates who have past experience in similar work.	Rs.7000/- p.m.

1.	Booking Clerk	Not exceeding 35 years (Relaxable up to 5 years in the case of candidate possessing higher qualifications/ Experience).	Senior Secondary (10+2) from a recognized Board / University. Desirable: (i) Should have command over spoken and written English (ii) Should have good communication skill and pleasing personality. (iii) Working knowledge of computer operations.	Rs.14000/-p.m.
12.	Caretakers	Not exceeding 35 years relaxable 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. Preference will be given to candidates possessing Higher Qualifications / experience.	Rs. 12000/- p.m.