

THE IGNOU STAFF CHILDREN DEVELOPMENT SOCIETY
(Registered under Societies Registration Act 1860)
Maidan Garhi, New Delhi – 110068.

Date: 29 February, 2024

IGNOU Staff Children's Development Society invites applications for the following posts (exclusively for Female Candidates only) for its Crèche **"purely on temporary basis"**.

Sl. No.	Post	Number of Vacancies	Essential Qualifications	Desirable
1.	Care Taker	One (01) Post	Graduation or equivalent	<ol style="list-style-type: none"> 1. DECE or D.El.Ed. or Equivalent 2. Pre-nursery Teaching / Nursery Teaching or Equivalent 3. Knowledge of Administrative work, financial work etc. 4. Working knowledge of MS Office (MS Word, Excel and Power Point etc.) 5. Good Communication Skills (Written & Verbal) 6. Applicant should not be more than 45 years old.
2.	Care Giver	One (01) Post	Graduation or equivalent	<ol style="list-style-type: none"> 1. Certificate/diploma in early childhood care/pre-nursery teaching/nursery teaching or equivalent. 2. Knowledge of Administrative Work, Financial Work etc. 3. Working knowledge of MS Office (Word, Excel & PowerPoint etc.) 4. Good Communication Skills (Written & Verbal) 5. Applicant should not be more than 45 years old.
3.	Aaya	Four (04) Posts	Class 8 th or Equivalent	<ol style="list-style-type: none"> 1. Minimum two (02) years experience of crèche. 2. Trained in Primary Health Care / Nursing etc. 3. Trained Aaya or Certificate / Diploma in Early Children Care Education. 4. Applicant should not be more than 45 years old.

The appointment shall be initially for a period of six months and may be extended upto 02 years subject to satisfactory performance. The remuneration shall be according to the rates prescribed

by the Delhi Govt. Minimum Wages Act for Unskilled / Semi skilled worker engaged on daily wages from time to time.

Note: Candidates having degree/diploma/certificates in drawing, painting, music (Instrumental or Vocal), dancing etc. will be given preferences in recruitment. Those who have already worked at the IGNOU Crèche may be considered for relaxation in age, qualification and experience for the above post of Aaya only.

Interested candidates can submit their application form alongwith all supporting documents to the following address:

**The President
IGNOU, SCDS (Crèche)
Crèche Building
Near Canteen in front of Parking at Main Gate
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110068.**

The envelope containing the application must be superscripted by “Application for the Post of _____ in IGNOU SCDS Crèche”.

The last date to receive the application is 22nd March, 2024 till 5.00 PM. Forms received after last date will be summarily rejected.

(Only short-listed candidates will be invited for interview. No TA/DA will be paid for appearing in the interview.)

Previous Experience in IGNOU SCDS (Crèche): Yes No

Experience (Start from Present):

Name of the Organization	Name of the Post	Date		Brief of work done
		From	To	

References of Gazetted Officers / IGNOU's Employees:

Mrs./Ms daughter/ wife of Shri is well known to me since last years. To the best of my knowledge and belief she is suitable for Crèche/Day Care work (Good Moral Character, Soft Spoken, Patience, Pleasant Personality, Creative etc.).
 Mrs./Ms. is not related to me.

Place :

Signature:

Date :

Name :

Designation :

Office Address :

Department :

Mobile No.:

(Signature of the Applicant)