

THE IGNOU STAFF CHILDREN DEVELOPMENT SOCIETY
(Registered under Societies Registration Act 1860)
Maidan Garhi, New Delhi – 110068.
Email: scds@ignou.ac.in

Date: 01-Oct-2020

The IGNOU Staff Children's Development Society invites applications for the following posts exclusively for Female Candidates for its Creche "purely on temporary basis".

Sl. No.	Post	Number of Vacancies	Essential Qualifications	Desirable
1.	Care Taker	01 Post	1) Graduation or equivalent And 2) DECE or D.El.Ed. or Equivalent	1. Pre-nursery Teaching / Nursery Teaching or Equivalent 2. Knowledge of Administrative work, financial work etc. 3. Working knowledge of MS Office (MS Word, Excel and Power Point etc.) 4. Good Communication Skills (Written & Verbal) 5. Applicant should not be more than 45 years old.
2.	Aaya	04 Posts	Class 10 or Equivalent	1. Trained in Primary Health Care / Nursing etc. 2. Trained Aaya or Certificate / Diploma in Early Children Care Education. 3. 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: Those who have already worked at the IGNOU Creche may be considered for relaxation in age, qualification and experience for the above post of Aaya only.

The interested candidates may submit their application with supporting documents to:

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

Or send a scan copy to below email:

- 2) scds@ignou.ac.in

The envelope containing the application must be superscribed by "Application for the Post of _____ in IGNOU SCDS Creche".

The last date to receive the application is 16th November, 2020.

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

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(Affix recent passport size photo duly signed by you)

Name (Mrs. /Ms.) :

Date of Birth :

Father’s Name / Husband’s Name :

Distance of Residence from IGNOU (aprx. in km) :

Address for Communication (Please attach a copy of proof) :

.....
..... State : Pin Code :

Email ID:

Mobile No.:

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 Alternate No.:

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Permanent Address (Please attach a copy of proof) :

.....
..... State : Pin Code :

Educational Qualifications (Essential & Desirable) :

Qualification	Passing Year	Percentage	Subjects
10 th (Matriculation)/Equivalent			
10+2 (Intermediate)/ Equivalent			
Graduation/Equivalent			
Post-Graduation/Equivalent			
Certificate/Diploma/PG Diploma			
Any Other (Desirable)			

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)