

THE IGNOU STAFF CHILDREN DEVELOPMENT SOCIETY
(Registered under Societies Registration Act 1860)
Maidan Garhi, New Delhi – 110 068
Email: scds@ignou.ac.in

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

S. No.	Post	Number of Vacancies	Essential Qualifications	Desirable
1	Care Giver	01	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)
2	Aaya (Trained)	01	Class 10 or equivalent	<ol style="list-style-type: none">1. Trained in Primary Health Care/ Nursing etc.2. Trained Aaya or Certificate/diploma in early childhood care3. Experience of working in a crèche/day care

The appointment shall be initially for a period of six months and may be extended subject to satisfactory performance. The remuneration shall be according to the rates prescribed by the University for skilled/semiskilled/unskilled worker engaged on daily wage from time to time.

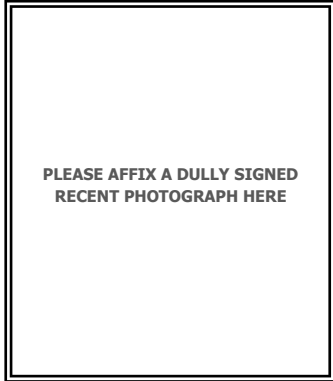
The interested candidates may submit their application with support document to:

The President
IGNOU SCDS,
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 Creche".

The last date to receive the applications is 22nd July, 2019.

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Name (Mrs. /Ms.):

Date of Birth:

Age on 1st July 2019:

Father's Name / Husband's Name:

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

Address for Communication (Pls attach a copy of proof)

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 PIN.....

Email ID.....

Mobile Number:

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Alternate Number:

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Permanent Address (Pls attach a copy of proof)

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 PIN.....

Educational Qualifications (Essential & Desirable):

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

Experience (Start from Present):

Name of the Organization	Name of the Post	Joining Date	Brief of work done

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.....Designation.....

Department.....Office Address.....Mobile No.....

(Signature of the Applicant)