

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STAFF CHILDREN'S DEVELOPMENT SOCIETY**

INDICATIVE VACANCY FOR STAFF IN IGNOU SCDS CRECHE

The IGNOU SCDS Crèche wishes to engage “**purely on temporary basis**” the following **Female Staff** to take care of children using IGNOU Crèche facility from 9:30 am to 6:00 pm.

S. No.	Post	Number of Vacancies	Essential Qualifications	Desirable
1	Care Taker	01	Graduation or equivalent and certificate/diploma in early childhood care/pre-nursery teaching/nursery teaching or equivalent.	One year experience of working in a crèche/day care will be preferred.
2	Care Giver	01	Class 12 th or equivalent	Certificate/diploma in early childhood care/pre-nursery teaching/nursery teaching or equivalent will be preferred.
3	Aaya	04	Class 8 th or equivalent	Experience of working in a crèche/day care will be preferred.

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 Daily Wagers from time to time.

The interested candidates may submit their application enclosing a copy of curriculum vitae and supported documents to:

The President, IGNOU SCDS,
Room No.5, Block 15 A,
School of Journalism and New Media Studies,
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 candidates may also send in their applications along with their CV with “Application for the Post ofin IGNOU SCDS Creche” in the subject, at the following email addresses:

scds@ignou.ac.in

The last date to receive the applications is 7th May, 2018.

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

आवेदन पत्र

इस शिशु गृह में _____ के पद हेतु आवेदन

नाम : _____

जन्मतिथि : _____

पिता/पति का नाम : _____

निवास क्षेत्र: _____

पत्रव्यवहार का पता: (प्रमाण की छायाप्रति लगायें)

योग्यता:

अनिवार्य: _____

वांछनीय: _____

अनुभव (यदि हो): _____

इसमें कार्यरत किन्ही दो कर्मियों का सन्दर्भ:

1. _____

2. _____

यहाँ अपना एक पासपोर्ट
आकार का स्वहस्ताक्षरित
फोटो लगायें

(आवेदक के हस्ताक्षर)

Application Form

Application for the post of _____ in IGNOU SCDS Creche

Name : _____

Date of Birth : _____

Father/Husband's Name : _____

Residential Area: _____

Address forfor Communication: (Please Attach a copy of proof)



QUALIFICATIONS:

Essential: _____

Desirable: _____

Experience (if Any): _____

Two References for IGNOU Employees

1. _____
2. _____

(Signature of the applicant)