

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

**Date: 11<sup>th</sup> February, 2026**

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

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

The appointment shall be initially for a period of six (06) months and may be extended upto 02 years subject to satisfactory performance. The remuneration shall be according to the rates prescribed by the Govt. of India 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 Crèche may be considered for relaxation in age, qualification and experience for the above post of Aaya only.

The interested candidates can post their application with supporting documents to:

**1) The President**

IGNOU, SCDS (Crèche)  
C-2, C-3, Mahanadi, IGNOU Residential Complex,  
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 10<sup>th</sup> March, 2026. Forms received after last date will be summerly rejected.**

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

“Application for the post of

in IGNOU SCDS Crèche”

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

( 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.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Alternate No.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Permanent Address (Please attach a copy of proof):**

.....

.....

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

**Educational Qualifications (Essential & Desirable):**

Qualification	Passing Year	Percentage	Subjects
10 <sup>th</sup> (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 : .....

Date : .....

Designation : .....

Department : .....

**Signature:** .....

Name : .....

Office Address : .....

Mobile No.: .....

**(Signature of the Applicant)**